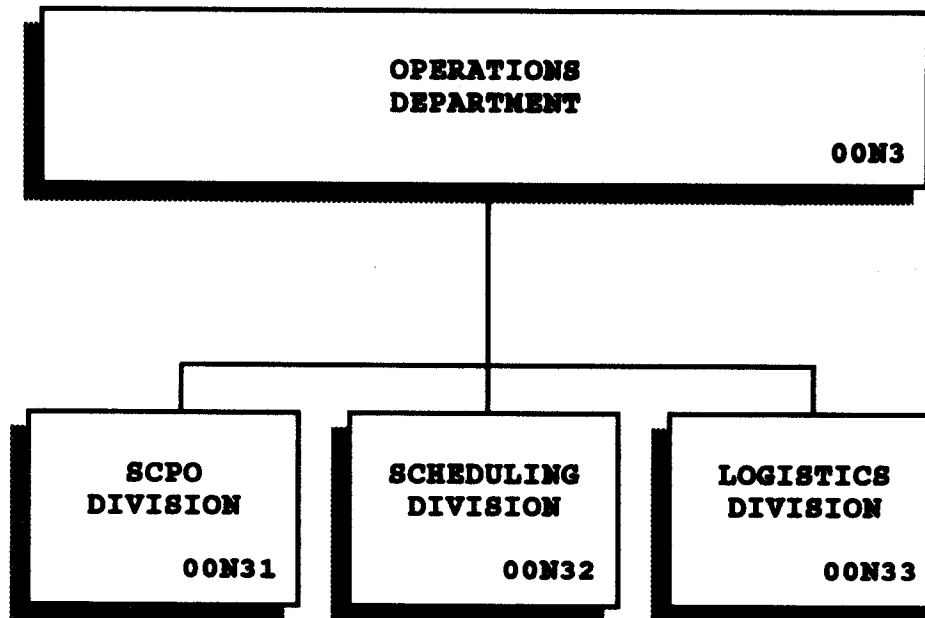


02 MAY 2002

(THIS PAGE IS LEFT INTENTIONALLY BLANK)

02 MAY 2002

OPERATIONS DEPARTMENT CODE 00N3



02 MAY 2002

(THIS PAGE IS LEFT INTENTIONALLY BLANK)

02 MAY 2002

**OPERATIONS DEPARTMENT
CODE 00N3**

Functions

1. Develop long-range unit's plans through annual course schedules, matching estimated throughput with staff and other resource capabilities.
2. Responsible for assignment of newly reporting instructors.
3. Coordinate MTT logistics.
4. Order and maintain student reference materials.
5. Inform the Director/Deputy Director of departmental status, especially for deficiencies and anticipated difficulties which may affect the operational or administrative effectiveness of the department and/or unit.
6. Coordinate efforts with other departments and the unit SEA to accomplish the unit mission efficiently and effectively.
7. Process departmental leave, liberty, and other administrative requests per current unit directives.
8. Be familiar with policies and procedures pertaining to the overall functioning of the unit. Ensure departmental personnel are familiar with appropriate command and departmental policies and procedures.
9. Cross-train personnel to ensure adequate overlapping of duties and responsibilities exist to carry out departmental functions.

02 MAY 2002

(THIS PAGE IS LEFT INTENTIONALLY BLANK)

02 MAY 2002

**SENIOR CHIEF PETTY OFFICER (SCPO) DIVISION
CODE 00N31**

Functions

1. Maintain and promote the effectiveness and efficiency of the chain of command. Cultivate and sustain high departmental morale.
2. Participate as a member of the unit's professional review board.
3. Advise the department head/division officers on personnel matters.
4. Supervise day-to-day departmental administration.
5. Discuss with unit/departmental SEA/MCPOs routine issues requiring interdepartmental coordination and manage those routine processes which cross departmental organizational boundaries.
6. Participate in unit awards and fitness report ranking boards.
7. Participate as an active member of appropriate QMBs.
8. Work to remove barriers and impediments to the application of departmental process management/improvement techniques.

02 MAY 2002

(THIS PAGE IS LEFT INTENTIONALLY BLANK)

02 MAY 2002

**SCHEDULING DIVISION
CODE 00N32****Functions**

1. Develop annual training site schedules.
2. Develop and maintain quarterly course schedules.
3. Coordinate the development and maintenance of MTT kit routing plan.
4. Coordinate the development and maintenance of quarterly instructor assignment schedules.
5. Draft quarterly MTT logistics messages for release.
6. Process MTT logistic requirements.
7. Ensure the civilian employees' time cards are accurate and properly recorded.
8. Assume the department head's duties and responsibilities in his/her absence.

02 MAY 2002

(THIS PAGE IS LEFT INTENTIONALLY BLANK)

02 MAY 2002

**LOGISTICS DIVISION
CODE 00N33**

Functions

1. Maintain records, files, and publications pertinent to the Logistics Division.
2. Maintain divisional turnover file containing the status of special projects, pertinent guidance related to course throughput estimates, and student and instructor reference requirements.
3. Review and submit timely enlisted fitness reports/evaluations and civilian performance appraisal review reports. Ensure midterm counseling is conducted in a timely manner.
4. Account for logistical equipment.
5. Advise the Operations department head of any problems or anticipated difficulties which may have an impact upon the unit's mission.
6. Assume the department head's duties and responsibilities in the absence of the department head and the scheduling division officer.
7. Cross-train personnel to ensure adequate overlapping of duties and responsibilities to carry out division functions.
8. Process division leave, liberty, and other administrative requests per current unit directives.
9. Take action on MTT logistics issues outlined in the end-of-course critique packages.
10. Make timely decisions and recommendations to the chain-of-command concerning reference materials' distribution issues with CNET. Proactively communicate with NLTU Little Creek and CNET regarding materials needed for courses and related issues.
11. Maintain a master inventory list of course reference materials for accurate accountability and ordering deficiencies.
12. Establish an annual MTT kit routing plan. Maintain and/or replace MTT kits and/or their contents as needed.
13. Actively manage the distribution of all course material and instructor references.

02 MAY 2002

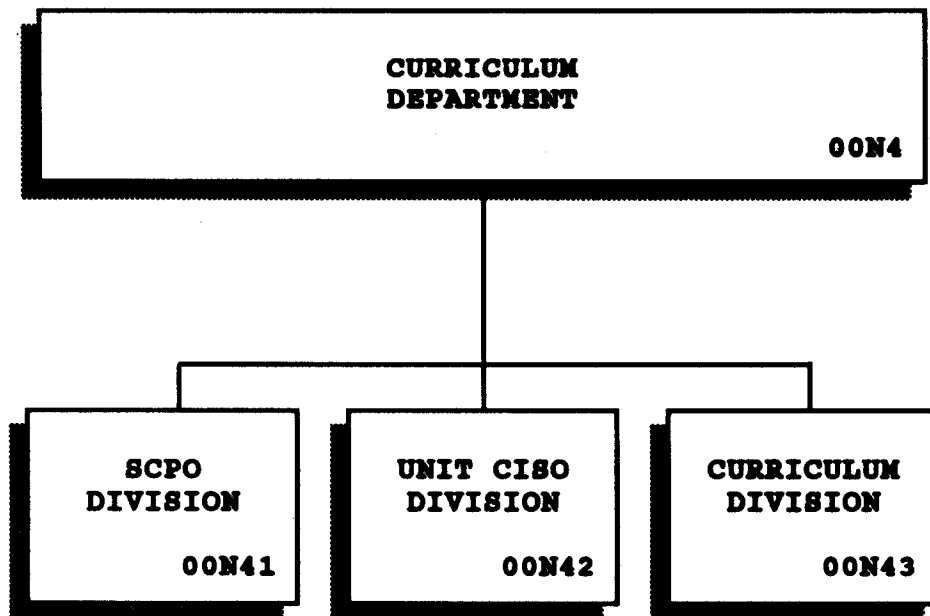
14. Coordinate efforts with other divisions to accomplish the command mission effectively and efficiently.

15. Evaluate the logistics processes looking for ways to improve the effectiveness of the Logistics Division.

02 MAY 2002

CURRICULUM DEPARTMENT

CODE 00N4



02 MAY 2002

(THIS PAGE IS LEFT INTENTIONALLY BLANK)

02 MAY 2002

**CURRICULUM DEPARTMENT
CODE 00N4**

Functions

1. Provide vision for guiding the Curriculum Development Department.
2. Responsible for planning departmental tasks.
3. Act as curriculum liaison with NETC LEAD 112 for all curricula-based issues.
4. Coordinate and manage NLTU Coronado course modification request process and act as formal course review lead for the designated courses.
5. Perform curriculum coordinator functions for Basic Officer, Intermediate Officer, and Advanced Officer (Non XO) Leadership Training Courses.
6. Conduct Officer Leadership Training Courses course reviews as directed.
7. Review change submission packages and forward recommendations for incorporation into curriculum to the director.
8. Liaison with NLTU Little Creek for Enlisted Leadership Training Courses formal course reviews.

02 MAY 2002

(THIS PAGE IS LEFT INTENTIONALLY BLANK)

02 MAY 2002

**SENIOR CHIEF PETTY OFFICERS (SCPO) DIVISION
CODE 00N41**

Functions

1. Responsible for leadership of departmental personnel and management of department functions.
2. Act as consultant to curriculum supervisors in reviewing, updating, and modifying LTC curricula.
3. Coordinate with NLTU Little Creek, CNET, and other activities to submit recommendations for curriculum development.
4. Ensure continuous improvement of departmental processes.
5. Assist the division officer with planning, scheduling, and completion of projects.

02 MAY 2002

(THIS PAGE IS LEFT INTENTIONALLY BLANK)

02 MAY 2002

UNIT CISO DIVISION
CODE 00N42

Functions

1. Responsible for the comprehensive maintenance and update of assigned course of instruction.
2. Manage submission and implementation of curriculum changes regarding instructional content, sequence, facilitation/delivery, media, and materials (IG, SG, slides, etc.).
3. Prepare memoranda for change recommendation submissions to chain-of-command and CNET.
4. Implement approved changes to curriculum and evaluate instructor training requirements.
5. Maintain electronic and paper copies of course materials and changes.
6. Continually review curriculum through verbal and written feedback (change submissions, course critiques, instructor comments).
7. Ensure compliance with Navy/CNET policies and incorporation of current references.
8. Research problems and issues associated with assigned curriculum and consult with other curriculum supervisors.
9. Support and assist all department functions.
10. Responsible for change recommendation management.
11. Make recommendations for course changes to improve quality of instruction.
12. Collect and collate all change recommendations from instructors.
13. Keep an electronic record of change inputs and approved changes to the curriculum.
14. Conduct monthly and quarterly (Quality Week) curriculum review meetings with instructors. Use meetings to evaluate change recommendations and prepare change submission packages for CNET.

02 MAY 2002

15. Update an "on-line working copy," incorporating change submissions.
16. Assist and participate in CNET Course Reviews.
17. Support and evaluate Pilot courses.
18. Review End of Course packages and collect data for trend analysis. Generate change submissions based on information from End of Course packages.
19. Document technical course discrepancies (media problems, visual aids, improper reference material) and draft appropriate change submissions.
20. Responsible for change implementation.
21. Ensure approved changes to the curriculum are entered in the electronic course master copy.
22. Inform instructors of changes via a "Change Summary Memo" and conduct training for instructors on minor topics.
23. Liaison with NLTU Little Creek regarding change implementation as necessary.
24. Update course references when directed by CNET.
25. Coordinate with CISO to ensure a proper course curriculum audit trail is maintained.

02 MAY 2002

**CURRICULUM DIVISION
CODE 00N43**

Functions

1. Review End of Course packages.
2. Generate meeting agendas for curriculum meetings.
3. Inform Curriculum Supervisors of policy changes.
4. Elicit feedback from Curriculum Supervisors and forward their proposals for process improvement.
5. Act as liaison between Officer and Enlisted Leadership Continuum.
6. Liaison with NLTU Little Creek and CNET to ensure open communication concerning curriculum matters.
7. Participate in CNET sponsored working groups.
8. Contribute to unit policies and procedures regarding curriculum management.
9. Conduct data analysis on End of Course packages and identify trends for curriculum changes.
10. Coordinate with CISO on curriculum management issues.

02 MAY 2002

(THIS PAGE IS LEFT INTENTIONALLY BLANK)

02 MAY 2002

SECTION 9
CAREER COUNSELOR
CODE 00R

CAREER COUNSELOR

00R

NETPDTCINST 5400.1A

02 MAY 2002

(THIS PAGE IS LEFT INTENTIONALLY BLANK)

02 MAY 2002

**SECTION 9
CAREER COUNSELOR
CODE 00R**

Functions

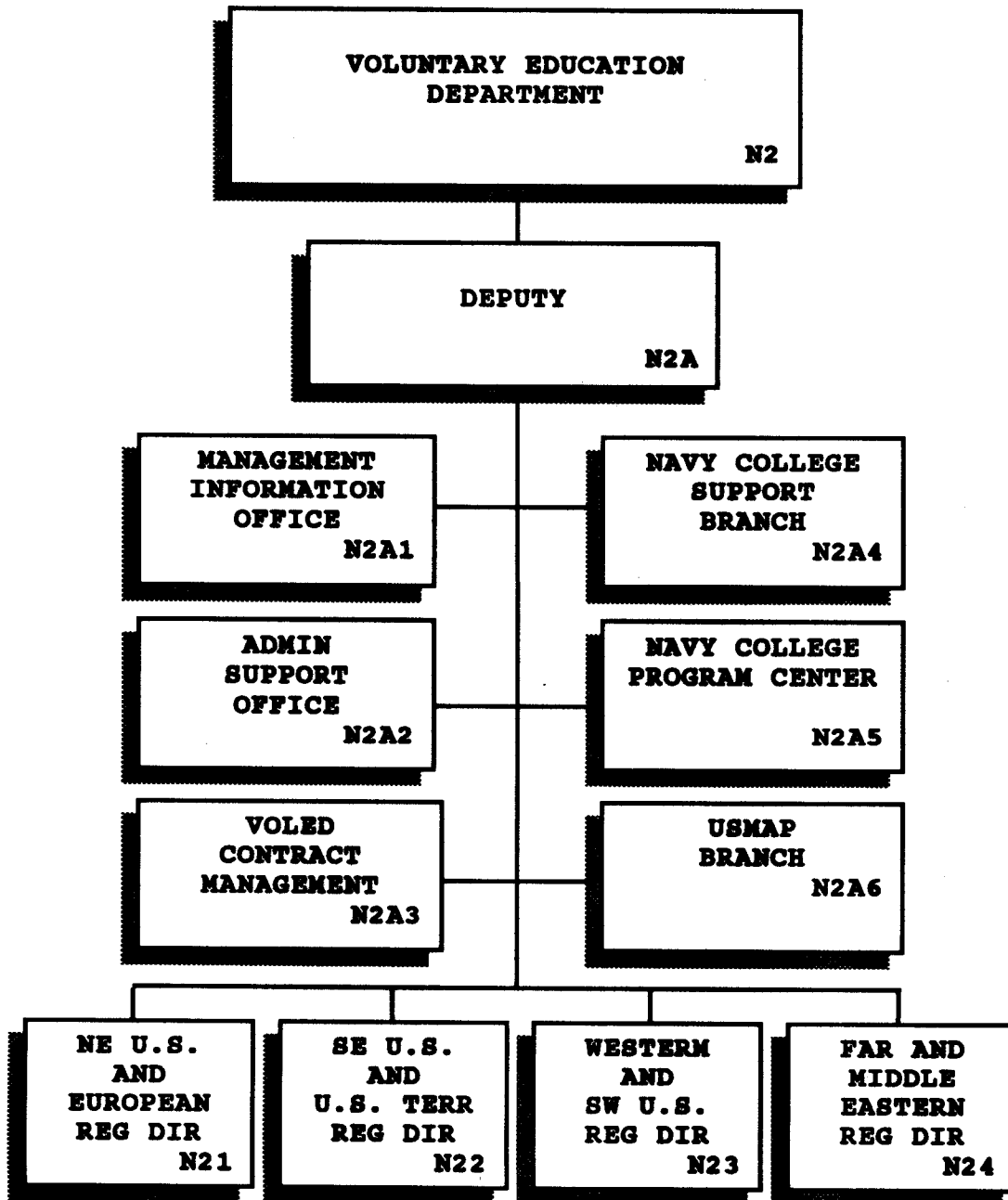
1. Represents the Commanding Officer as Career Information Program Manager for the effective administration of the Career Information Program. Provides career counseling services for military personnel; counsels individuals and presents information concerning career opportunities, incentives, rights and benefits, and advantages of a Navy career; organizes and implements an aggressive enlisted retention program; and coordinates retirement, awards (military and civilian), and hail and farewell ceremonies.

02 MAY 2002

(THIS PAGE IS LEFT INTENTIONALLY BLANK)

02 MAY 2002

SECTION 10
VOLUNTARY EDUCATION
DEPARTMENT
N2



02 MAY 2002

(THIS PAGE IS LEFT INTENTIONALLY BLANK)

02 MAY 2002

SECTION 10
VOLUNTARY EDUCATION DEPARTMENT
N2

Mission

Provides program management, administration, and contract support services for the Navy's Voluntary Education Program. The following Voluntary Education Program components are managed and supported: Navy College Office (NCO) Network, Tuition Assistance (TA), Navy College Program for Afloat College Education (NCPACE), Academic Skills (AS), United Services Military Apprenticeship Program (USMAP) and Officer Special Education Programs, Navy Rating Partner Program and On-Base Academic Institutions. Navy implementation of the following Voluntary Education Program components are supported: Defense Activity for Non-Traditional Education Support (DANTES) Program, Servicemembers Opportunity Colleges - Navy (SOCNAV), and American Council on Education (ACE) evaluation of Navy technical training courses, rates/ratings, and certain Navy Enlisted Classifications (NECs). Responsible for payment of tuition and other allowable costs for the Tuition Assistance (TA) Program through the Navy College Office Network.

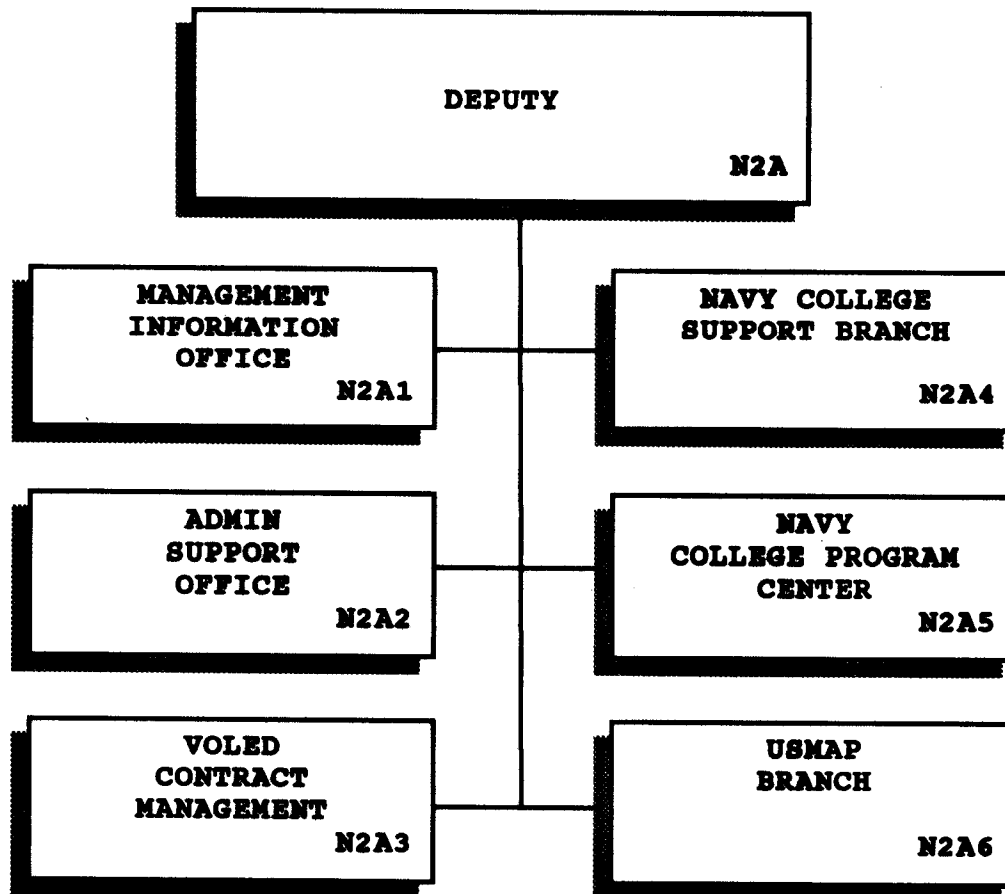
Functions

1. Operates, administers, and manages the Navy College Office Network, a Navy-wide system of Voluntary Education Offices offering educational counseling, testing, tuition assistance, and on-base education programs.
2. Coordinates and implements program objectives. Directs operations of and provides guidance to the Navy College Office Network to assure Voluntary Education program objectives are achieved.
3. Develops, maintains and improves standards, procedures, priorities, criteria, and long-range plans for all Voluntary Education programs; conceives and proposes program goals; and evaluates and monitors program progress, effectiveness, and adherence to policy and objectives.
4. Monitors the Navy College Office Network to ensure compliance with directives; identifies and recommends necessary revisions to existing policy and procedures; and develops and publishes appropriate implementing directives.
5. Provides contract development, administration, and oversight for NCPACE and the Academic Skills Program.
6. Maintains and oversees continued review/improvement of the Navy College Management Information System (NCMIS) for program accountability and data collection.

02 MAY 2002

7. Establishes reporting procedures and operations for all Voluntary Education Programs. Maintains and provides program data statistics to higher echelons as required.
8. Develops and justifies plans, resource requirements, and budgets for Voluntary Education programs.
9. Represents Navy Voluntary Education in meetings, working groups, conferences, committees, and consultations. Liaisons with other military agencies, professional education associations, major Navy claimants/sponsors, educational institutions, accrediting agencies, and federal, state, and local authorities on Voluntary Education matters.
10. Establishes procedures and develops material to ensure Navy College Office Network personnel, Career Counselors, and military Education Service Officers (ESOs) receive timely information/training on all Navy sponsored and supported Voluntary Educational programs and services.
11. Provides overall educational guidance to commanding officers on Voluntary Education programs and requirements, to include development of needs assessments, education plans, and implementation/maintenance of Memorandums of Understanding (MOUs) between host commands and colleges serving the command.
12. Performs SOCNAV and DANTES liaison, coordination, and implementation functions.
13. Develops position papers, background material, situation summaries, and impact statements in support of Voluntary Education policy and resource issues.
14. Operates, administers, and manages the United Services Military Apprenticeship Program (USMAP), a program where military skills can lead to certification of completion of apprenticeship in jobs comparable to civilian fields.
15. Coordinates and administers Officer Special Education Programs including Graduate Education Voucher (GEV); Harvard Advanced Management Program (HAMP); National Security Management Course (NSMC); Law Education Program (LEP); Scholarship Program and the Olmsted Scholar.

DEPUTY N2A



02 MAY 2002

(THIS PAGE IS LEFT INTENTIONALLY BLANK)

02 MAY 2002

**DEPUTY
N2A****Mission**

The Voluntary Education Program Management Division is responsible for the administration, implementation, and day-to-day management of programs that are a part of and support the Navy's Voluntary Education Program and the Navy College Office Network. Programs managed are: TA, NCPACE, AS, SOCNV, DANTES Test Control Officer Program, Officer Special Education Programs, USMAP, and the ACE Program.

Functions

1. Formulates Voluntary Education and Navy College Office Network procedures, sets goals and long-range objectives, recommends revisions to and assists in the interpretation of policy, evaluates the effectiveness of the support programs, develops and promulgates implementing directives and guidance, and maintains and provides data on each of the support programs.
2. Develops and justifies plans, resource requirements, and budgets for the Voluntary Education programs.
3. Assumes responsibility for the professional development of the Navy College Office Network personnel and the centralized production of Navy College marketing/training materials.
4. Develops, coordinates, and monitors the contracting process for the procurement of the education services for the Navy's contracted Voluntary Education Programs to include development of work statements, contract evaluating, and chairing pre-award/post-award conferences and negotiations.
5. Provides day-to-day program approval for orders of contract services to include verification of NCPACE and the Academic Skills Program course requests and initiation of delivery order requests. Manages and maintains ordering procedures for NCPACE and the Academic Skills Program, to include contact and coordination with naval commands, contractors, Navy College Office Network, and contracting officers.
6. Assists in completing special projects including position papers, situation summaries, impact statements, trend lines, and comparative reports on contracted Voluntary Education programs.

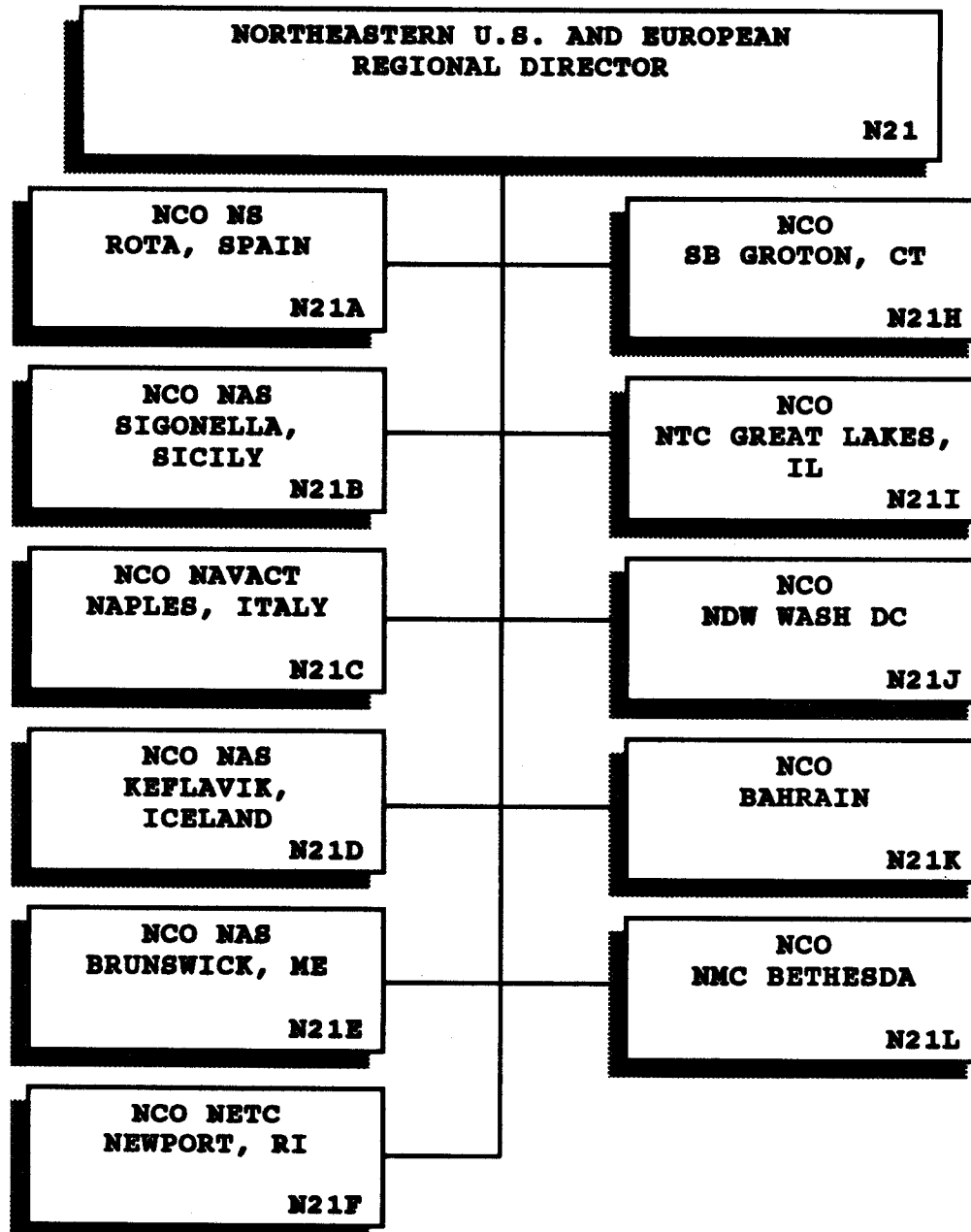
02 MAY 2002

7. Serves as principal advisor for planning, organizing, and managing support services for NCPACE and the Academic Skills Program.
8. Analyzes past trends, present conditions, policies, objectives, and anticipated future considerations; and proposes draft resources requirements for inclusion in budget cycle submissions or recommendations for improvements in program operations.
9. Researches and interprets Voluntary Education policy regarding TA, DANTES, SOCNAV, ACE, and coordinates dissemination of resulting guidance/clarification to the Navy College Office Network.
10. Coordinates development and revision of implementing instructions, directives, and operating procedures on Voluntary Education.
11. Develops, maintains, updates, and promulgates standardized agenda and materials for ESO/Career Counselor education workshops given Navy wide by the Navy College Office Network.
12. Provides liaison and coordination for education services and programs provided by DANTES within Navy College. Addresses issues relating to TA reimbursement for DANTES Independent Study Courses.
13. Serves as the SOCNAV liaison for the Navy College Office Network, resolves SOCNAV issues, and promulgates pertinent informational and procedural updates as needed.
14. Manages the Navy's program to evaluate Navy technical training and job experience for the award of college credit through the American Council on Education.
15. Develops, maintains, and promulgates standardized needs assessment surveys for use by the Navy College Office Network to determine local educational needs and evaluate appropriateness of existing programs on base and afloat.

02 MAY 2002

NORTHEASTERN U.S. AND EUROPEAN REGIONAL DIRECTOR

N21

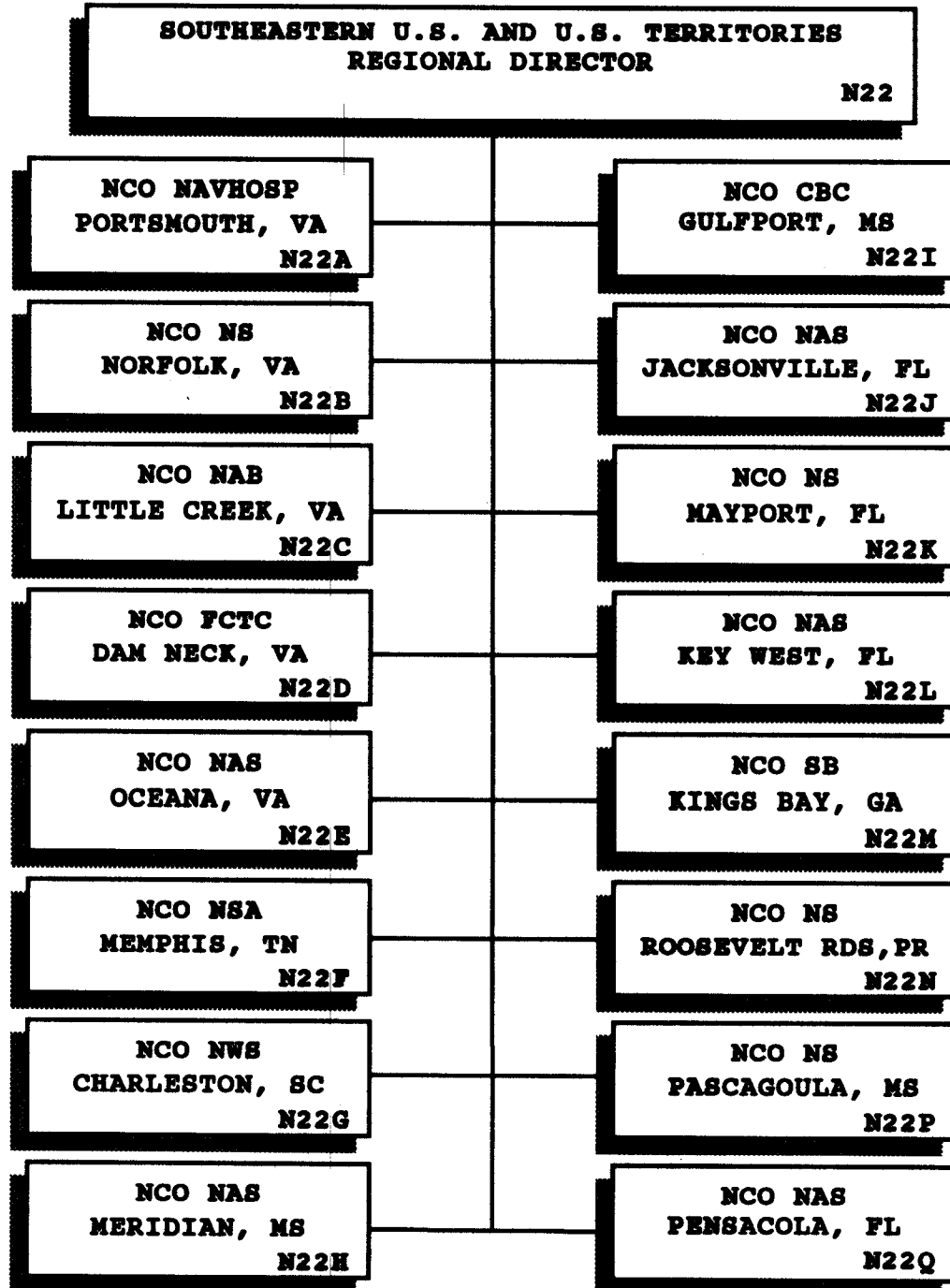


02 MAY 2002

(THIS PAGE IS LEFT INTENTIONALLY BLANK)

02 MAY 2002

SOUTHEASTERN U.S. AND U.S. TERRITORIES REGIONAL DIRECTOR N22



NETPDTCINST 5400.1A

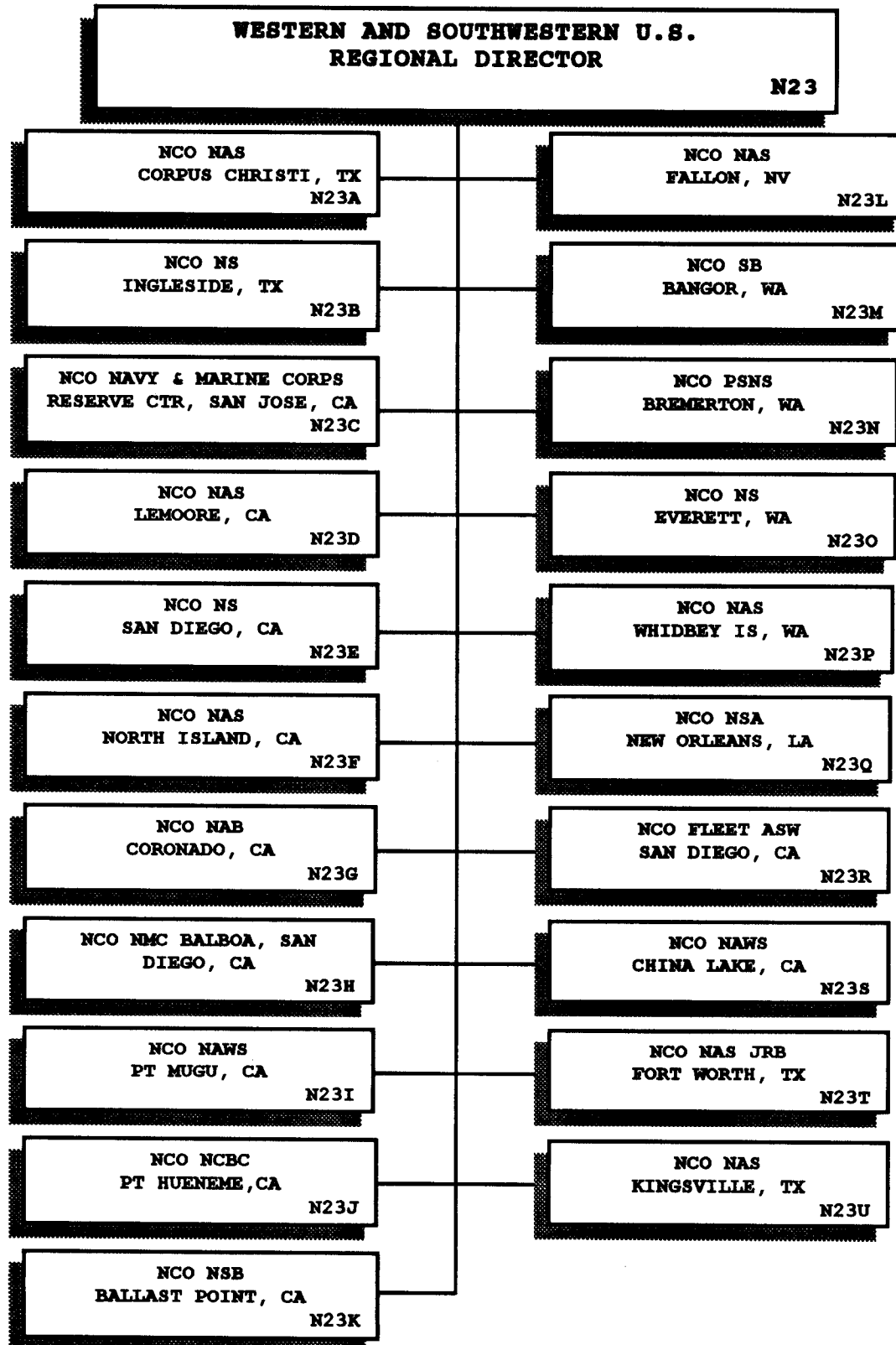
02 MAY 2002

(THIS PAGE IS LEFT INTENTIONALLY BLANK)

02 MAY 2002

WESTERN AND SOUTHWESTERN U.S. REGIONAL DIRECTOR

N23

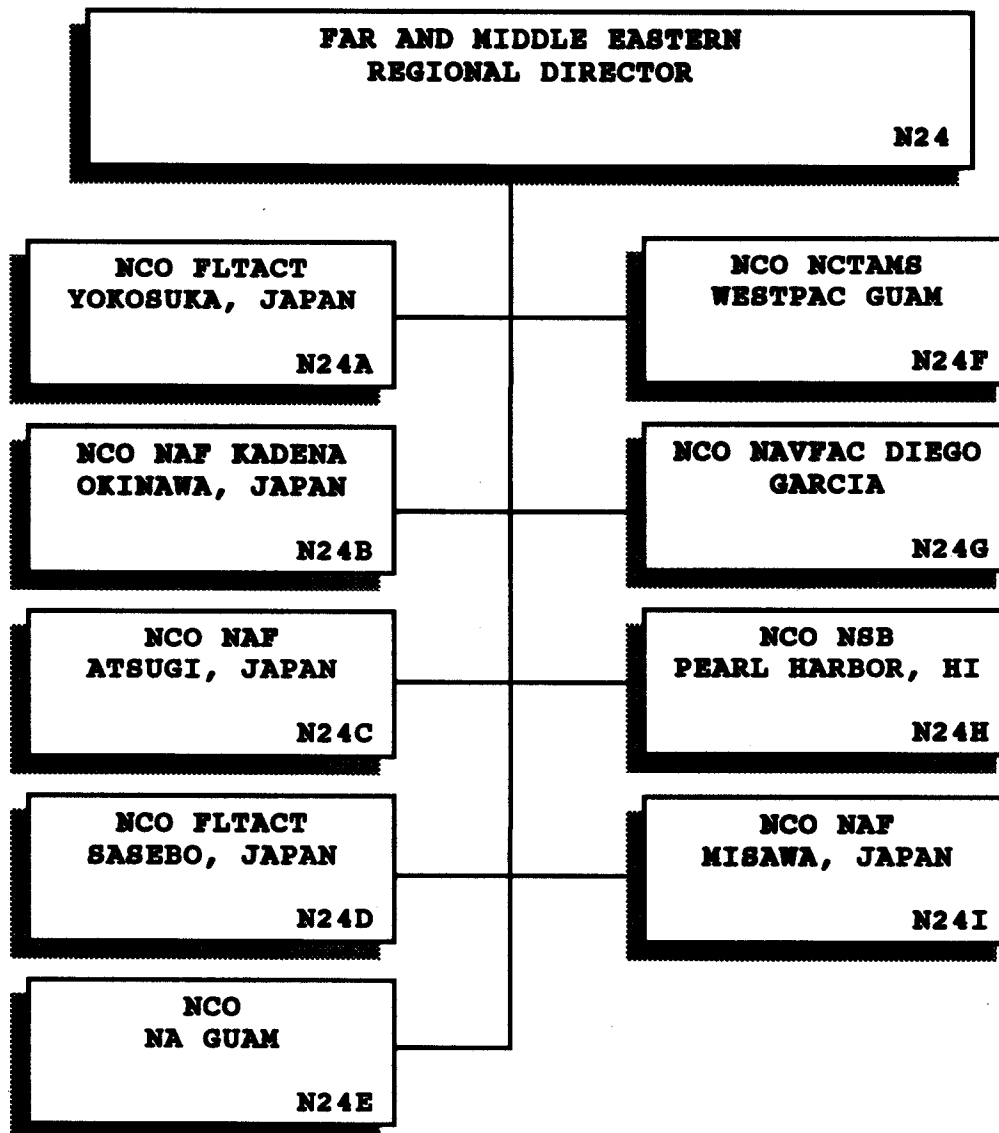


02 MAY 2002

(THIS PAGE IS LEFT INTENTIONALLY BLANK)

02 MAY 2002

FAR AND MIDDLE EASTERN REGIONAL DIRECTOR N24



NETPDTTCINST 5400.1A
02 MAY 2002

(THIS PAGE IS LEFT INTENTIONALLY BLANK)

02 MAY 2002

**NAVY COLLEGE OFFICE NETWORK
REGIONAL DIRECTORS
N21/N22/N23/N24**

Mission

The Navy College Division develops and manages afloat and on-base Voluntary Education programs, and staffs, operates, and administers Navy College Offices on Navy bases world wide. Navy College Offices deliver Voluntary Education programs and services to active duty Navy personnel, and at overseas bases, to their dependents. Navy College Office services include: counseling, testing, authorizing tuition assistance, and providing on-base education programs via traditional classroom and computer-interactive instruction from basic skills through graduate level. Afloat commands are supported by contractor-implemented courses delivered aboard deployed ships/submarines using both classroom instruction and technology-delivered media. The Navy College Offices report to Area Coordinators, who provide supervision, program guidance and management oversight.

Functions

1. Develops and manages on-base Voluntary Education programs. Ensures Education Service Officers (ESOs) are assigned additional duty as on-base Voluntary Education program managers and serve as educational advisors to host commanding officers.
2. Staffs and operates Navy College Offices using established Standard Operating Procedures.
3. Conducts Voluntary Education needs assessments and develops command education plans for on-base and afloat education programs.
4. Approves applications and authorizes TA in person for on-base active-duty personnel, and via mail for those stationed outside of immediate geographical area.
5. Operates DANTES test centers. Performs duties as Test Control Officers and Assistant Test Control Officers.
6. Conducts liaison with academic institutions to establish on-base education programs in support of Voluntary Education requirements. Coordinates and negotiates MOUs between host commands and academic institutions for on-base education programs.

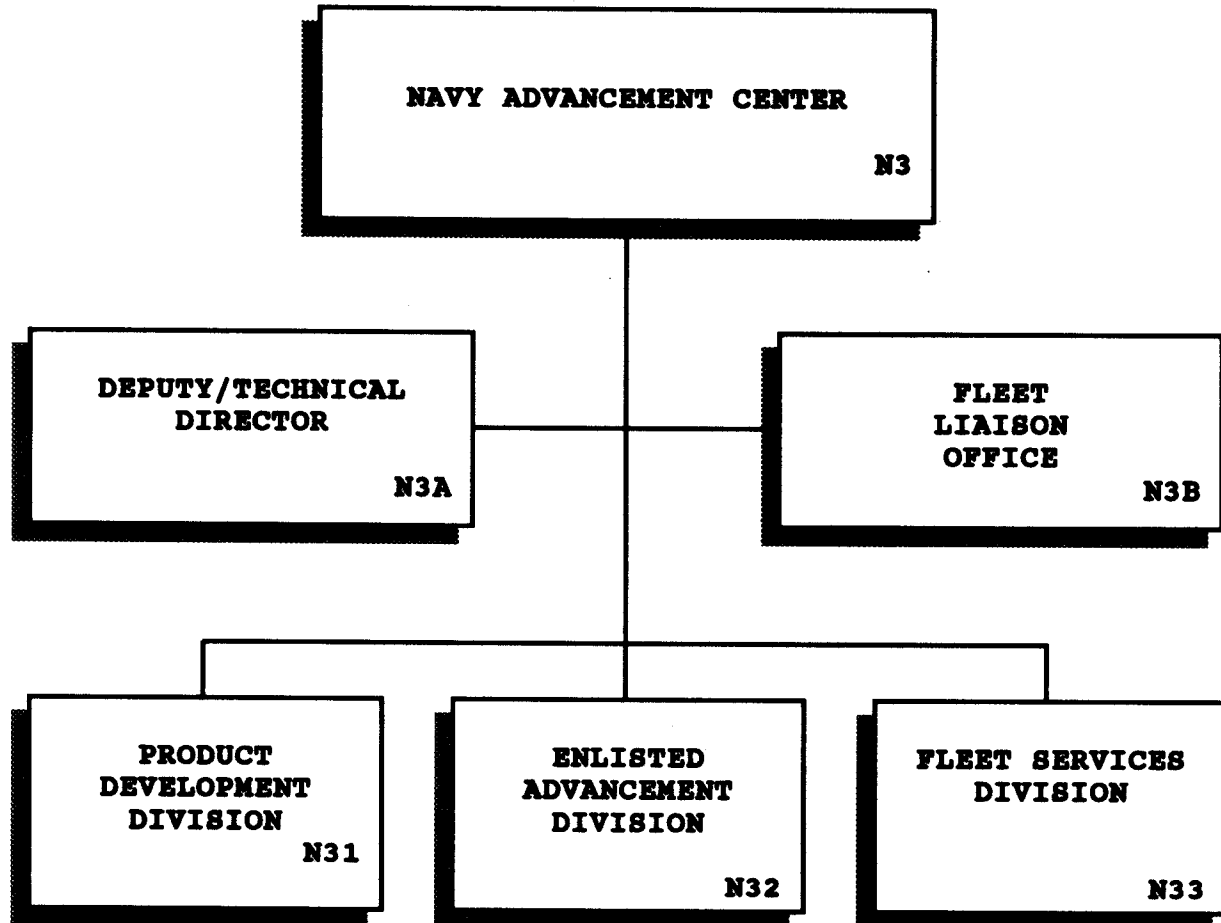
02 MAY 2002

7. Monitors the delivery of on-base classes, evaluates course offerings, and ensures overall effectiveness/quality of on-base and afloat programs.
8. Provides education counseling and assistance to individuals, ships crews, and groups.
9. Participates in development of host/tenant Intraservice Support Agreements ISAs to provide Navy College Offices with needed facilities, equipment, and services.
10. Provides, analyzes, and maintains data/statistics on all aspects of Navy College Offices activities.
11. Ensures Career Counselors and military ESOs have timely information and training on Voluntary Education programs and services.
12. Liaisons with other military agencies, professional education associations, Navy commands, educational institutions, accrediting agencies, and federal, state, and local authorities on Voluntary Education matters.
13. Develops and justifies plans, resource requirements, and budgets for Navy College Division.
14. Provide professional oversight to Base funded Navy College Offices.

SECTION 11

NAVY ADVANCEMENT CENTER

N3



02 MAY 2002

(THIS PAGE IS LEFT INTENTIONALLY BLANK)

02 MAY 2002

SECTION 11
NAVY ADVANCEMENT CENTER (NAC)
N3

Mission

The Navy Advancement Center is responsible for Navy-wide administration of The Navy Enlisted Advancement Program. The Navy Advancement Center develops and distributes enlisted advancement examinations for Navy-wide administration, evaluates and ranks all candidates for advancement, advises CNO concerning availability of personnel for advancement, applies advancement quotas from CNO, and issues authority for advancement of enlisted personnel for paygrades E-4 through E-9. The Center develops, prints, distributes and monitors stock of Nonresident Training Courses (NRTCs) and other advancement related products.

Functions

1. Directs and controls the productive effort of the NAC.
2. Initiates policy, plans, and operational procedures.
3. Evaluates material, manpower, and fiscal resources in terms of the NAC mission.
4. Implements required action emanating from higher authority.

02 MAY 2002

(THIS PAGE IS LEFT INTENTIONALLY BLANK)

02 MAY 2002

**DEPUTY/TECHNICAL ADVISOR
N3A**

Functions

1. The Senior Technical Advisor for the Navy Advancement Center is delegated the responsibility for overall planning and coordination of the operation of the Navy Enlisted Advancement Program.
2. Functions as a liaison officer with offices of the CNO, BUPERS, and CNET on technical matters affecting the overall Navy Advancement Program with special reference to examination development, distribution, scoring/grading analysis, research, reporting of test results, and test administration.
3. Develops and recommends general policy and operating procedures affecting the Advancement Programs throughout the Navy.

02 MAY 2002

(THIS PAGE IS LEFT INTENTIONALLY BLANK)

02 MAY 2002

**FLEET LIAISON OFFICE
N3B**

Functions

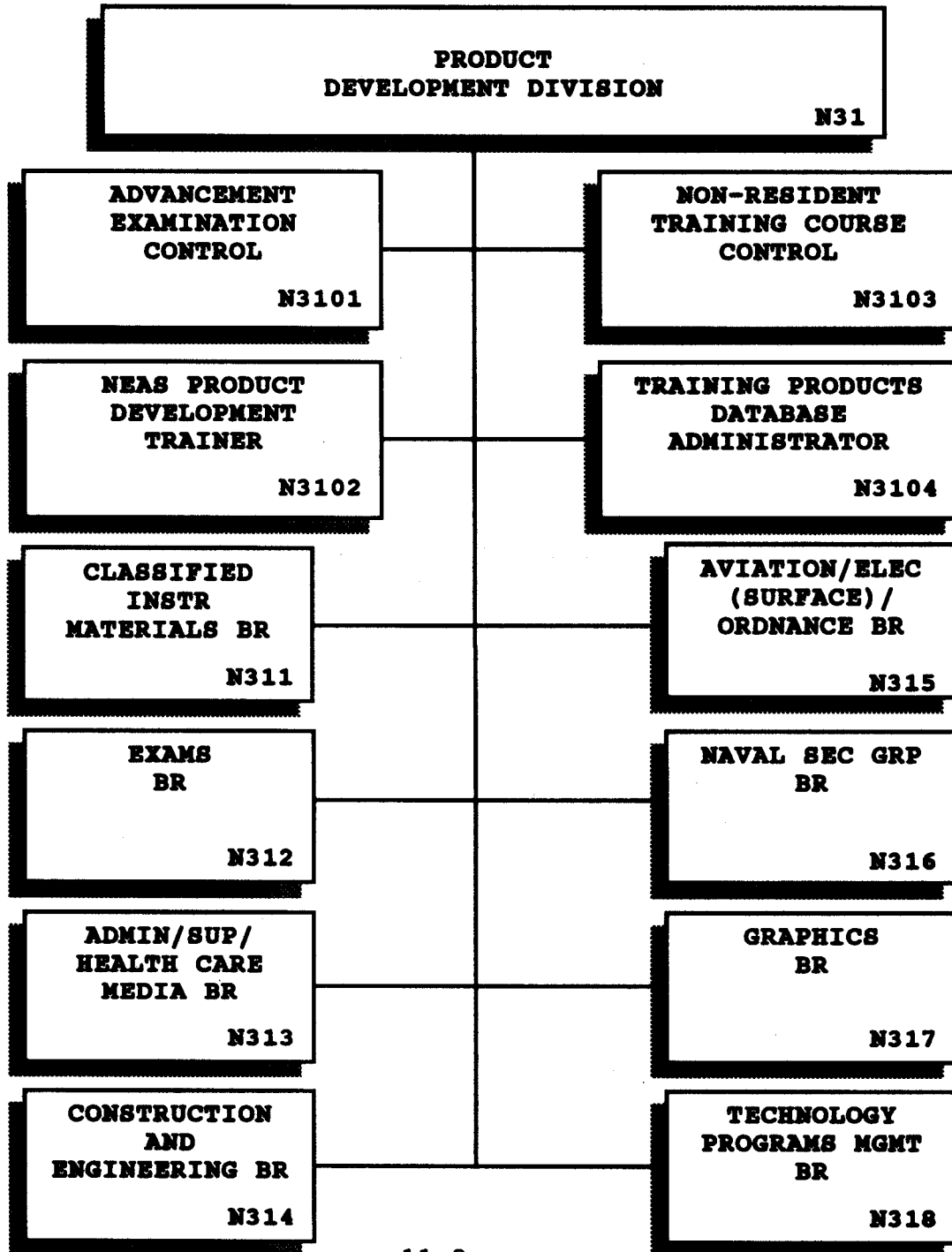
1. Incumbent provides fleet liaison for all enlisted advancement related nonresident training products and processes. Interacts as the Navy Advancement Center Department point of contact with organizations such as CNET, NAVMAC, BUPERS, NAVICP, Enlisted Community Managers, Enlisted Rating Sponsors, Public Affairs Officers, and Command Educational Services Officers. Additionally, interacts on matters of policy and practice with members of other services' distance learning organizations.
2. Advises the Department Director on matters relating to printing and distribution of nonresident training materials to include budgets, inventories, distribution systems, and product demand.
3. Serves as the Navy Advancement Center Department direct interface with NAVMAC for the procurement, review, and dissemination of Occupational Standards (OCCSTD), Naval Standards (NAVSTD), and Navy Occupational Task Analysis Program (NOTAP) survey instruments, and for rating mergers, expansions, and disestablishments.

02 MAY 2002

(THIS PAGE IS LEFT INTENTIONALLY BLANK)

02 MAY 2002

PRODUCT DEVELOPMENT DIVISION N31



02 MAY 2002

(THIS PAGE IS LEFT INTENTIONALLY BLANK)

02 MAY 2002

PRODUCT DEVELOPMENT DIVISION
N31

Functions

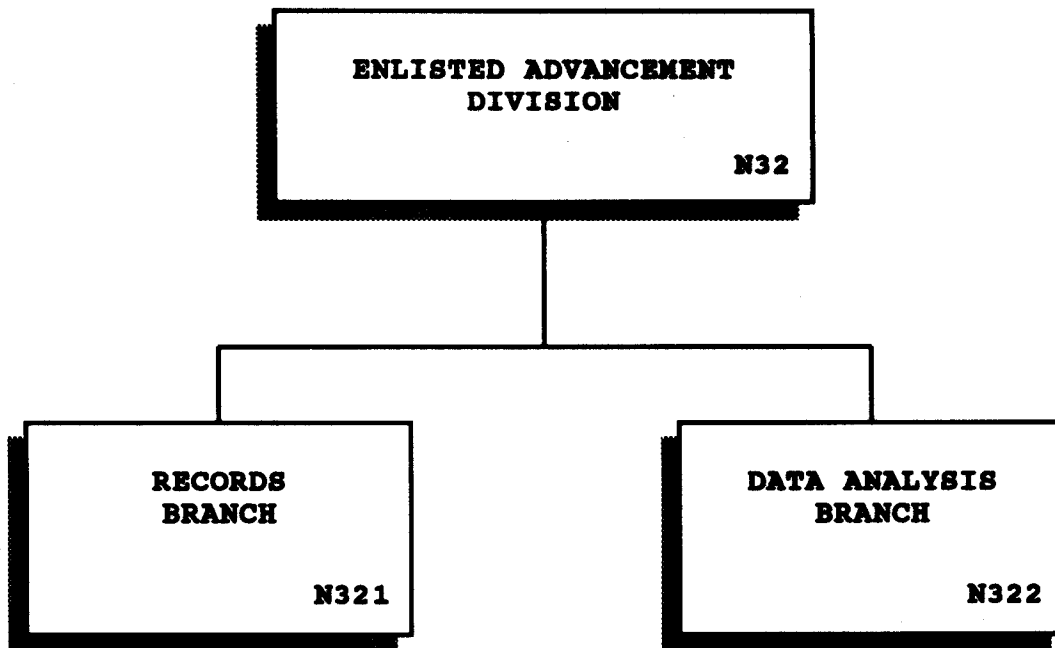
1. Plans, directs, and coordinates the development of valid and reliable Advancement-in-Rate Examinations used to determine the advancement of Navy enlisted personnel and examination study bibliographies (Bibs) for all Navy enlisted personnel.
2. Prepares Nonresident Training Courses. Nonresident Training Courses are used by Navy enlisted personnel to study for advancement and, for most ratings, to qualify for advancement. Also used by Navy officers and other employees for occupational study. The functional areas covered are for ratings associated with the following: Classified Instructional Materials; Administration, Supply, Health Care, and Media; Construction and Engineering; Aviation, Electronics (Surface), and Ordnance; and Naval Security Group.
3. Plans, directs, and coordinates the development of Advancement Handbooks for all Navy ratings. Handbooks are used by Sailors to aid in advancement study.
4. Plans, directs, and coordinates all graphics for Advancement-in-Rate Examinations and Nonresident Training Courses.

02 MAY 2002

(THIS PAGE IS LEFT INTENTIONALLY BLANK)

02 MAY 2002

ENLISTED ADVANCEMENT DIVISION N32



02 MAY 2002

(THIS PAGE IS LEFT INTENTIONALLY BLANK)

02 MAY 2002

**ENLISTED ADVANCEMENT DIVISION
N32**

Functions

1. Plans and schedules support which affects mission accomplishments of the Naval Enlisted Advancement System (NEAS). Provides administrative support in issuing enlisted exam results, ordering exams, maintaining automated address files, clearing exam discrepancies, and mailing special program exams and special language tests. Maintains enlisted advancement system files for Naval commands administering exams for active and inactive duty personnel. Receives and initiates processing and accountability of returned exam answer sheets.
2. Acts as liaison between NETPDTC and activity/individual users of NEAS. Maintains direct liaison with selection board personnel assuring prompt and accurate handling of all information to and from BUPERS.
3. Designs, develops, and performs all interface functions and controls for changes/modifications to NEAS, assuring specification, verification, evaluation, and quality control of input and output data. Schedules and runs all computer operations assuring awareness of current processing requirements. Designs, develops, and performs technical functions and controls for integrity and statistical analysis of all exams and other studies as directed.

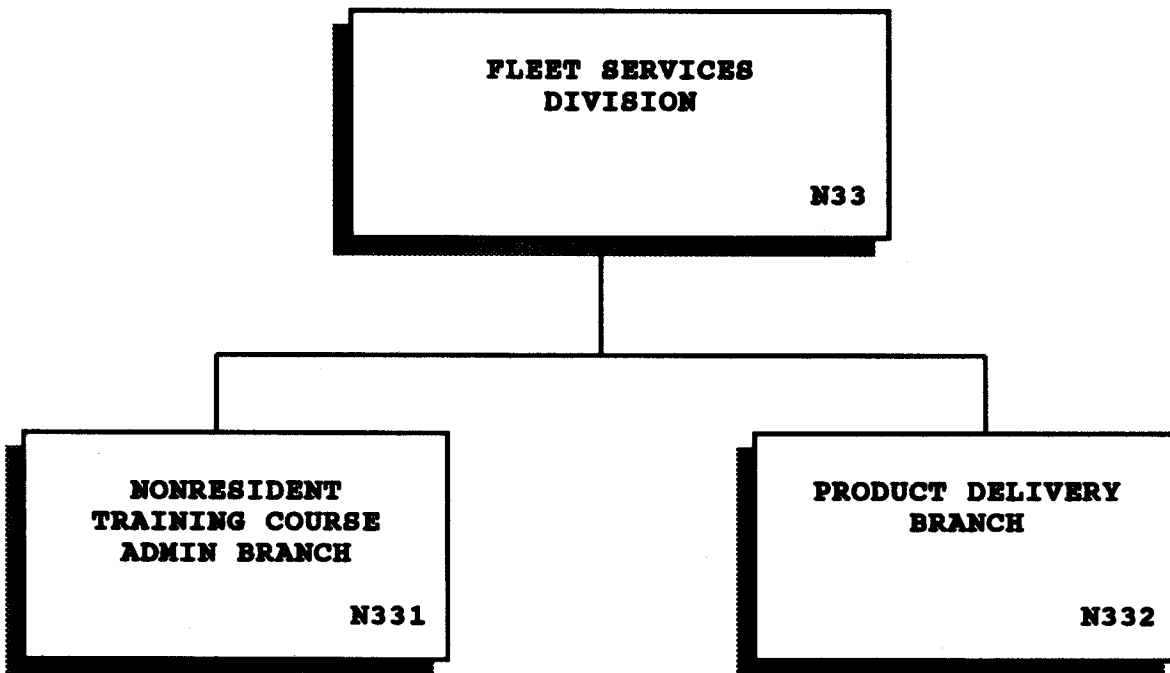
02 MAY 2002

(THIS PAGE IS LEFT INTENTIONALLY BLANK)

02 MAY 2002

FLEET SERVICES DIVISION

N33



NETPDTTCINST 5400.1A
02 MAY 2002

(THIS PAGE IS LEFT INTENTIONALLY BLANK)

02 MAY 2002

**FLEET SERVICES DIVISION
N33**

Functions

1. Enrolls Sailors in nonresident training courses (NRTCs), maintains database records, prepares files to initiate shipping of materials, and provides completion confirmation.
2. Provides customer service to all supported groups including Navy, Marine Corps, Coast Guard and retired personnel of these services.
3. Designs, develops, and maintains the Navy Advancement Center web site for delivery of information and materials via the Internet. Also designs, develops, and maintains the central enrollment web site for on-line registration in and completion of NRTCs.
4. Maintains and provides on line end of course (EOC) tests for NRTCs.
5. Provides and coordinates printing support services for NETPDTC and CNET, including preparing print requests, negotiating best price, tracking orders, and providing quality assurance on completed orders.

NETPDTTCINST 5400.1A
02 MAY 2002

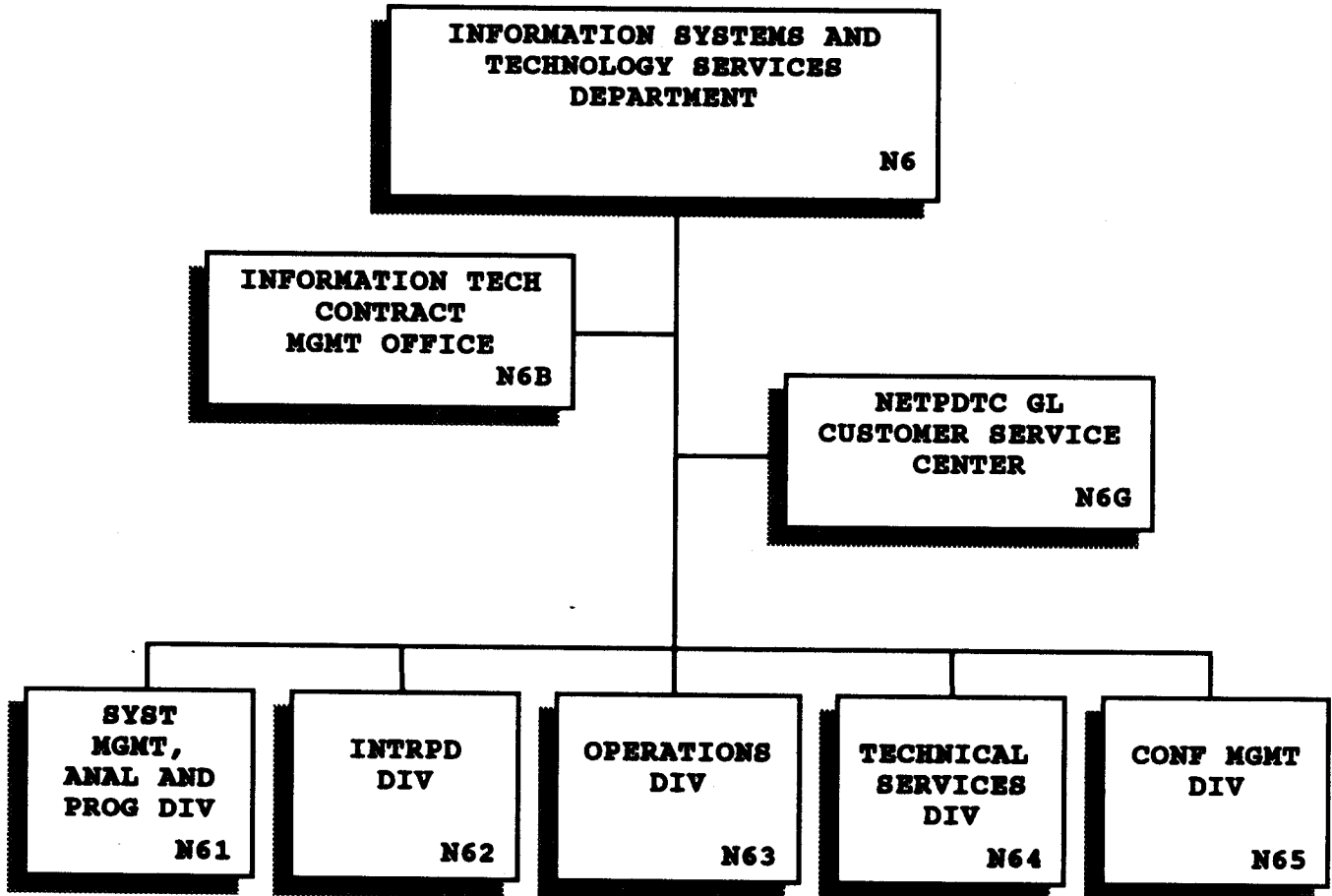
(THIS PAGE IS LEFT INTENTIONALLY BLANK)

02 MAY 2002

SECTION 12

INFORMATION SYSTEMS AND TECHNOLOGY SERVICES DEPARTMENT

N6



02 MAY 2002

(THIS PAGE IS LEFT INTENTIONALLY BLANK)

02 MAY 2002

SECTION 12
INFORMATION SYSTEMS AND TECHNOLOGY
SERVICES DEPARTMENT
N6

Mission

As the NAVEDTRACOM Central Design Activity (CDA): plans, designs, develops, implements and maintains the training information and training management support system; interprets and implements higher echelon ADP related policy; formulates and implements command ADP policy; acts as system manager for assigned systems; provides functional analysis and life cycle management (LCM) support; monitors compliance with DOD and DON information resources management (IRM) and Automated Data Processing (ADP) Security procedures for Command information systems (ISS); and provides analysis and programming, operations, production control, data entry, and network/ communications support.

Functions

1. As Director (N6) and Chief Information Officer (CIO) for the command, directs and manages the immediate staffs of the Information Systems and Technology Services Department located in Pensacola (including units at CNET, Pensacola, FL; Bangor, WA; Kings Bay, GA; New London, CT; San Diego, CA; Norfolk, VA; Corpus Christi, TX; and the Customer Service Center (CSC) in Great Lakes, IL) in accomplishing assigned missions.
2. As CDA Manager, provides ADP technical support in areas of system software, hardware, network/communications, and microcomputers; provides computer operation, production control, and data entry support for designated systems; provides computer operation support and facilities management for CNET Headquarters; and provides automated data processing support to other training activities as directed.
3. Provides technical expertise and assistance in selecting, configuring, and integrating ADP/communications hardware and software; manages submission of requisitions for, and tracking of, ADP/communications hardware, software, and services acquired through NETPDTC; and provides NAVEDTRACOM activities functional/technical assistance in procuring ADP equipment and services.
4. Serves as the command's principal advisor on the development of Long-Range and Strategic Plans which are necessary to acquire and allocate resources to satisfy functional manager's data resource and information support requirements.

02 MAY 2002

5. Serves as Web developer and Web Master on claimancy-wide and command-wide applications. Coordinates new web development with applicable curriculum develops to ensure integrated training and education solutions are made available NAVEDTRACOM-wide.
6. Serves as the command's principal advisor for the development and coordination of IRM program, policy, scope and services; develops and coordinates IRM long-range planning and programming of resources; assists in formulation and execution of the IRM budget; and evaluates the IRM production process and product effectiveness.
7. Drafts and recommends to CNET, implementing directives to be issued claimancy wide to ensure systems are useful, responsive to user requirements, developed/maintained at minimum cost and are standardized if supporting multiple activities.
8. Conducts a continuing assessment of current and new technology in ADP/communications hardware and software to determine the most cost effective means to meet NAVEDTRACOM ADP/communications requirements.
9. Develops standards, policies, and procedures to promote compatibility and interoperability of ADP/communications hardware and software between systems and with relevant external systems; exercises centralized planning, coordination, and control for long haul communications; and serves as single point of contact for procuring access to Defense Data Network (DDN) and NAVNET.
10. Establishes and administers procedures for receipt, invoice certification, and transfer of accountability to the requesting activity for all ADPE ordered through NETPDTC; and maintains an automated inventory of ADP/communications hardware and software for which NETPDTC has plant equipment or minor property responsibility.
11. Develops and maintains DITMS, an automated inventory of principal ADP hardware, software, and data communications, at NAVEDTRACOM sites.
12. Reviews and approves ADP analyses of functional information requirements plans for development of automated information systems; directs life cycle support for approved systems, ensuring advanced database and interactive data communications technology are used to enhance system responsiveness and flexibility. Ensures cost effective design.
13. Prepares ADP standards and quality assurance (QA) directives applicable to the life cycle support and documentation of NAVEDTRACOM automated information systems.

02 MAY 2002

14. Establishes technical interfaces with external DON and other DOD systems for assigned systems.
15. Negotiates with NAVEDTRACOM, Navy and DOD to improve maintenance, modifications, enhancements, or new development of NAVEDTRACOM systems to include interfaces with other systems.
16. Develops policies and procedures to promote standardization and facilitate sharing of data which is common across multiple systems; and provides state-of-the-art data management capabilities in support of NAVEDTRACOM ISSs.
17. Assigned by CNET CIO to be the Information System Security Manager (ISSM) for the claimancy. Coordinates security issues, including virus attacks, with applicable NAVEDTRACOM activities, NAVCIRT and CNET.
18. Serves as consultant and advisor to the Commanding Officer and CNET staff officials for IRM support of the NAVEDTRACOM.
19. Conducts training Navy wide to users of NETPDTC managed ISSs. Conducts microcomputer training for users at CNET and NETPDTC.
20. Develops budget and POM input for all aspects of assigned ISSs including equipment, manpower, and contractual requirements.
21. Ensures comprehensive alternatives to ADP support requirements are researched and developed and the most feasible and cost-effective approach is recommended to the user.
22. Ensures continuity and compatibility as practical, of new and revised ADP support systems throughout the NAVEDTRACOM.
23. Prioritizes development/maintenance efforts on assigned systems in conjunction with NAVEDTRACOM system managers to ensure applicability and responsiveness. Negotiates with developers of unique systems in other commands/activities to ensure appropriate system interfaces and compatibilities.
24. Administers, operates, maintains, and controls data processing equipment for information systems and sites as designated.
25. When designated, negotiates and manages taskings of commercial contracts, General Services Administration contracts, and interagency/intercommand support agreements for assigned ISSs that provide ADP service to the NAVEDTRACOM.

02 MAY 2002

(THIS PAGE IS LEFT INTENTIONALLY BLANK)

02 MAY 2002

**INFORMATION TECHNOLOGY
CONTRACT MANAGEMENT OFFICE
N6B**

**INFORMATION TECHNOLOGY
CONTRACT MANAGEMENT
OFFICE**

N6B

02 MAY 2002

(THIS PAGE IS LEFT INTENTIONALLY BLANK)

02 MAY 2002

**INFORMATION TECHNOLOGY (IT) CONTRACT
MANAGEMENT OFFICE
N6B**

Function

1. Responsible for managing the multimillion dollar IT contract for the department. Management of the contract includes: developing the request for proposal; developing documentation required for modifications to the contract; developing requirements for individual task orders; providing technical interface for the contract; monitoring contractor performance; preparing reports on contractor performance; certifying contractor invoices; tracking actual costs versus projected costs; preparing Technical Assistance appointment letters; resolving problems; and ensuring no personal services are performed.

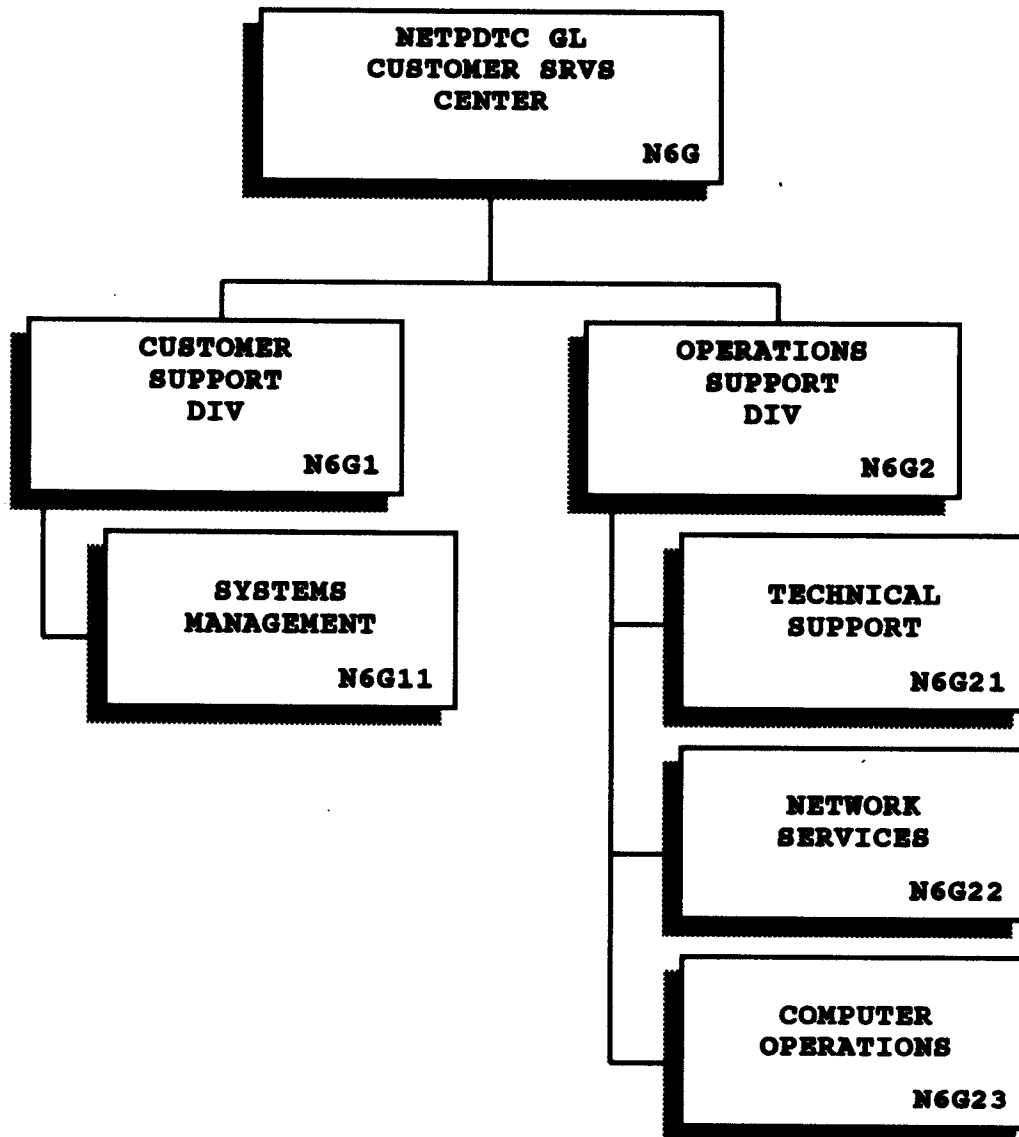
NETPDTTCINST 5400.1A

02 MAY 2002

(THIS PAGE IS LEFT INTENTIONALLY BLANK)

02 MAY 2002

NETPDTC GREAT LAKES CUSTOMER SERVICE CENTER N6G



02 MAY 2002

(THIS PAGE IS LEFT INTENTIONALLY BLANK)

02 MAY 2002

**NETPDTC GREAT LAKES CUSTOMER SERVICE CENTER
N6G**

Functions

1. Responsible for the safety, well being and efficiency of the activity as set forth by Chief of Naval Operations and the functions and tasks assigned by CNET and NETPDTC Pensacola.
2. In conjunction with NETPDTC Pensacola management, participates in the evaluation of major CNET ongoing programs, recommends new technical programs undertaken for the Navy-wide ADP community and considers the suitability for inclusion of technological advances in the NETPDTC Great Lakes Customer Service Center environment. Makes recommendations for similar issues affecting CNET or Navy-wide programs and provides a means for effective participation in other external (i.e., DOD, federal and private sector) AIS programs.
3. Performs as the Assistant Chief of Staff (ACOS) for Management Information Systems (MIS) to Commander, Naval Training Center, Great Lakes.
4. Develops and recommends policies and procedures on budget formulation, justification and execution; financial planning, execution and impact; NETPDTC management information systems; contracting procedures; the Equal Employment Opportunity Program; manpower management; and Activity Training Plan coordination.

NETPDTTCINST 5400.1A

02 MAY 2002

(THIS PAGE IS LEFT INTENTIONALLY BLANK)

02 MAY 2002

**CUSTOMER SUPPORT DIVISION
N6G1**

Functions

1. Provides base-level customer support for NETPDTC Customer Service Center, Chief of Naval Education and Training (CNET), Naval Training Center (NTC) Great Lakes and other Department of Navy and Department of Defense commands.
2. Responsible for evaluating the effectiveness of Automated Information Training Systems (AITS) in support of NTC Great Lakes. Support includes implementation, testing and maintenance of standard multi-user AIS for microcomputers, minicomputers, Local Area Networks (LAN) and communications networks; providing customer assistance on local Automated Data Process (ADP) issues.
3. Serves as the Supervisor of the Customer Support Division providing direction in the evaluation, implementation and on-going maintenance of AIS operating in a multi-user environment.
4. Maintains close liaison with customers, system managers, department/division heads and other personnel to provide on-going evaluation of AIS to ensure the division is providing support as requested for the effective operation of CNET/NETPDTC Customer Service Center sponsored automated systems.
5. Works closely with customers in the instructional support community to analyze and evaluate the effective integration of technology with instructional delivery media/procedures.
6. Provides input into the formulation of mid and long range ADP recommendations, objectives and solutions and provides analysis for the establishment of milestones for the implementation of assigned ADP systems.
7. Analyzes automated systems requirements/enhancements and ensures timely delivery of requested support.
8. Analyzes and evaluates new equipment and software performance data with a view towards successful integration with current and proposed automated information training systems.
9. Establishes and/or modifies test plans and conducts tests and analyzes results to ensure performance within the intended scope of each project.

02 MAY 2002

10. Acts in coordination with NETPDTC Pensacola as NETPDTC Customer Service Center representative for designated systems and provides analytical interface with major claimants and other system users concerning system requirements.

11. Analyzes scope and applicability and recommends whether or not to contract out work; provides technical requirements and descriptions of the work to be accomplished; plans and establishes the work schedules, deadlines and standards for acceptable work, coordinating and integrating contractor work schedules and processes.

02 MAY 2002

**OPERATIONS SUPPORT DIVISION
N6G2**

Functions

1. Provides base-level support for NETPDTC Customer Service Center, Naval Training Center (NTC) Great Lakes, and other Department of Navy and Department of Defense commands.
2. Responsible for providing support in the areas of Automated Data Processing (ADP) equipment operations and control/management of all associated functions including Production Control, Telecommunications support, Personal Computer (PC) maintenance support, Local Area Network (LAN) Administration, Customer Assistance Center support and Computer Operations.
3. Provides overall direction of the Operations Support Division providing guidance to subordinates and is the recognized expert responsible for management and execution of Automated Data Processing (ADP) operations, Production Control, PC maintenance, Communications/Network Support and LAN administration.
4. Responsible for a high level of technical assistance in regards to planning, implementation, operation of open systems, micro-systems, INTERNET, and LAN; transition/integration projects for coexistence and inter-operability; accessing systems technology; systems and applications interfaces for associated systems and data communications networks, servers, and LANs; system, network, DBMS software and related utilities; and layered products for multiple vendor hardware.
5. Coordinates temporary or emergency revisions to source programs with NETPDTC, Pensacola, adjusting or correcting data and modifying application documentation.
6. Analyzes new systems or applications software to identify direct access and magnetic media resource requirements and monitors their allocation for efficiency.
7. Provides technical advise and assistance to the Customer Service Center Director on networking matters. Represents the Customer Service Center in matters of technical design, selection and installation of data communications and test equipment for use on local and long haul circuits in coordination with NETPDTC, Pensacola.

02 MAY 2002

8. Projects annual budget requirements for all elements of the Operations Support Division, which includes contract labor, communications, maintenance, reimbursable tasking from other commands.

9. Coordinates the development and maintenance of Standard Operating Procedures (SOPs) and supporting materials for PC maintenance, communications systems and programs and independently develops supplemental technical and procedural documents required for their effective use.

10. Tests and evaluates terminal hardware and microcomputers for compatibility and reliability in support of current and projected requirements. Configures and tests micro computer equipment to meet specified requirements to include inspection, assembly, testing, loading/integration of user requested vendor software; assuring operability of equipment prior to distributing to customers.

11. Researches system software/hardware/network/LAN/micro-systems requirements and related performance for the purpose of downsizing, migration, migration and integration, attaining improvements, projecting enhancements, and standardizing across a complex integrated network. Keeps abreast of and assesses impacts of technology changes in current and future operational requirements and proposes integration of this technology for enhanced support.

12. Provides central management, design, and integration services to Naval activities in the Great Lakes area for local, wide and metropolitan area networks integration for the Naval Education and Training Management Systems Network (NETMSN). Identifies NAVEDTRACOM target architecture considerations in base-level networking planning efforts. Initiates procurement of communications circuits, associated equipment, and services to include leased long lines, WATS, and local network access. Prepares/submits/tracks requests for networking facilities.

13. Plans and coordinates actions necessary for the maintenance and support of all network/communications equipment.

14. Coordinates the installation and maintenance of communication equipment and failure detection equipment used on the assigned network.

15. Reviews/analyzes current and projected workloads to determine further communications/network equipment requirements. Serves as configuration manager for the main electronic mail post office in the Great Lakes area and provides technical support of the approved electronic mail product to the customer community.

02 MAY 2002

16. Establishes technical interfaces with external DON and other DOD systems for assigned systems.

17. Monitors the performance of servers, local, wide and metropolitan area networks, and computer systems. Identifies potential problems and ensures maximum use, performance, and availability.

18. Develops and implements procedures for internal/external systems and network security and access control (including firewalls, safeguarding of resources, protection of data, and prevention of unauthorized use of system and network services).

19. Controls all computer operations in support of NETPDTC Customer Service Center customers and internal components of the organization ensuring that input, processing and output requirements are met. Provides technical advice to the Customer Service Center Director concerning operational matters and recommends proper corrective actions.

20. Analyzes all user production requests to determine the correct runs to be scheduled and processed. Evaluates user due dates, equipment availability, system priorities and workload volumes prior to approving and assigning processing priorities. Resolves complex scheduling problems caused by resource conflicts, abnormal terminations, incorrect operating procedures and delays in production and authorizes necessary corrective action(s).

21. Oversees the installation and operation of utility programs and diagnostics to determine cause of any production delay; conducts independent testing of new or modified systems to ensure operability, efficiency and compliance with existing standards; ensures successful backup and recovery, taking corrective actions such as, but not limited to, reconstructing or restoring files and data bases.

22. Acts as the NETPDTC Customer Service Center Environmental Control Officer, monitoring the temperature, humidity and other environmental factors, ensuring that a controlled environment is sustained to maximize computer operating efficiency and to prevent damage to equipment. Takes corrective actions when possible and directs the efforts of field engineers.

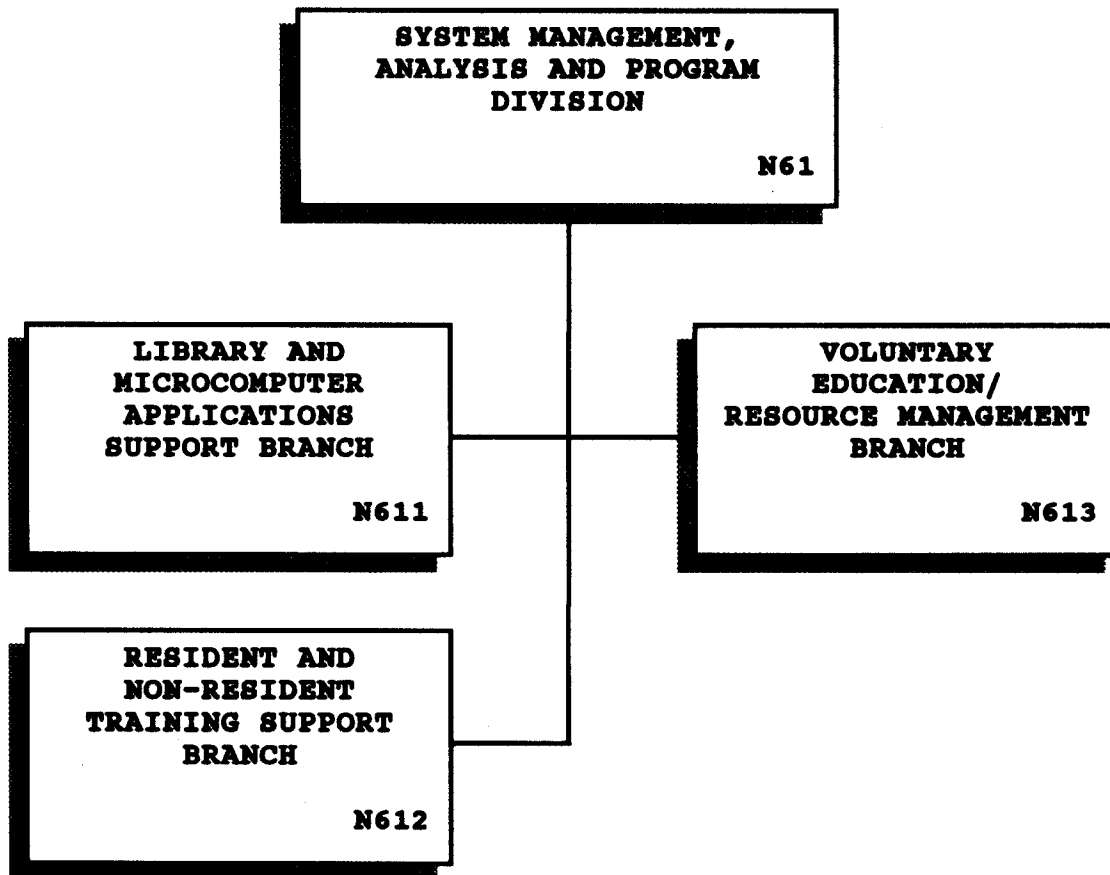
23. Reviews operational logs and statistical records to ensure machine utilization is recorded and submitted for credits due to lost operating time of ADPE. Compiles all operations summary reports required by higher authority relative to machine utilization, downtime, etc.

02 MAY 2002

24. Acts as NETPDTC Customer Service Center Safety Office and Fire Marshall.
25. Implements procedures for the collection and analysis of equipment loading factors for short and long-range planning.
26. Evaluates and implements all technical standards relative to their operation, assuring their applicability to facilities and requirements unique to the hardware in use.
27. Solves/assists in resolving highly complex customer reported problems and/or requests assistance. Develops, maintains, and operates a Customer Assistance Center to receive, log, investigate, report, and track trouble calls and service calls concerning ADP hardware, software, and communications/networking.
28. Establishes reporting requirements, metrics, procedures and techniques that will allow for management tools used in the evaluation of operational efficiency.
29. Monitors usage and maintenance of NETPDTC Customer Service Center assigned government vehicles.
30. Manages the NETPDTC Customer Service Center excess equipment DRMO program.
31. Manages the NETPDTC Customer Service Center ADP Security Program.
32. Provides users the point-of-contact for equipment information, assistance, troubleshooting and repairs.
33. Issues NETPDTC physical security badges as requested by the Administrative Support Staff.

02 MAY 2002

SYSTEM MANAGEMENT, ANALYSIS AND PROGRAM DIVISION N61



NETPDTTCINST 5400.1A

02 MAY 2002

(THIS PAGE IS LEFT INTENTIONALLY BLANK)

02 MAY 2002

**SYSTEM MANAGEMENT, ANALYSIS AND
PROGRAM DIVISION
N61**

Functions

1. Acts as a single point of contact and user advocate in coordination efforts with the ADP community for those NAVEDTRACOM AISS designated by CNET. This includes planning, organizing, and directing all elements of the AISS from the functional definition, development, maintenance, training, and subsequent enhancement through Life Cycle Management.
2. Identifies management information requirements in support of assigned AISS and reduces them into specific functional developmental requirements. This includes interfacing with other ADP systems, both Navy-wide and, in many areas, DOD-wide.
3. Negotiates and manages taskings of commercial contracts, General Services Administration contracts, and interagency/intercommand support agreements that provide ADP service to the NAVEDTRACOM for assigned AISS.
4. Coordinates actions related to the acquisition, security, installation, and implementation of computer equipment and applications software required for assigned AISS.
5. Serves as consultant and advisor to the Commanding officer, Department Director, and CNET staff officials for assigned NAVEDTRACOM AISS.
6. Maintains cognizance over funds for assigned AISS to include submission of outyear and budget requirements; tracking expenditures to ensure economical execution of automated programs; liaison with system sponsors to secure additional funds when needed; identification of savings and cost avoidances; and compilation/reporting of system life cycle costs.
7. Develops and maintains supporting LCM documentation for assigned NAVEDTRACOM AISS and performs feasibility studies and functional/economic analyses as required.
8. Maintains liaison with higher echelon commands, development personnel, and users of assigned AISS to establish program priorities, recommend policies, coordinate allocation of resources, and support new user requirements.

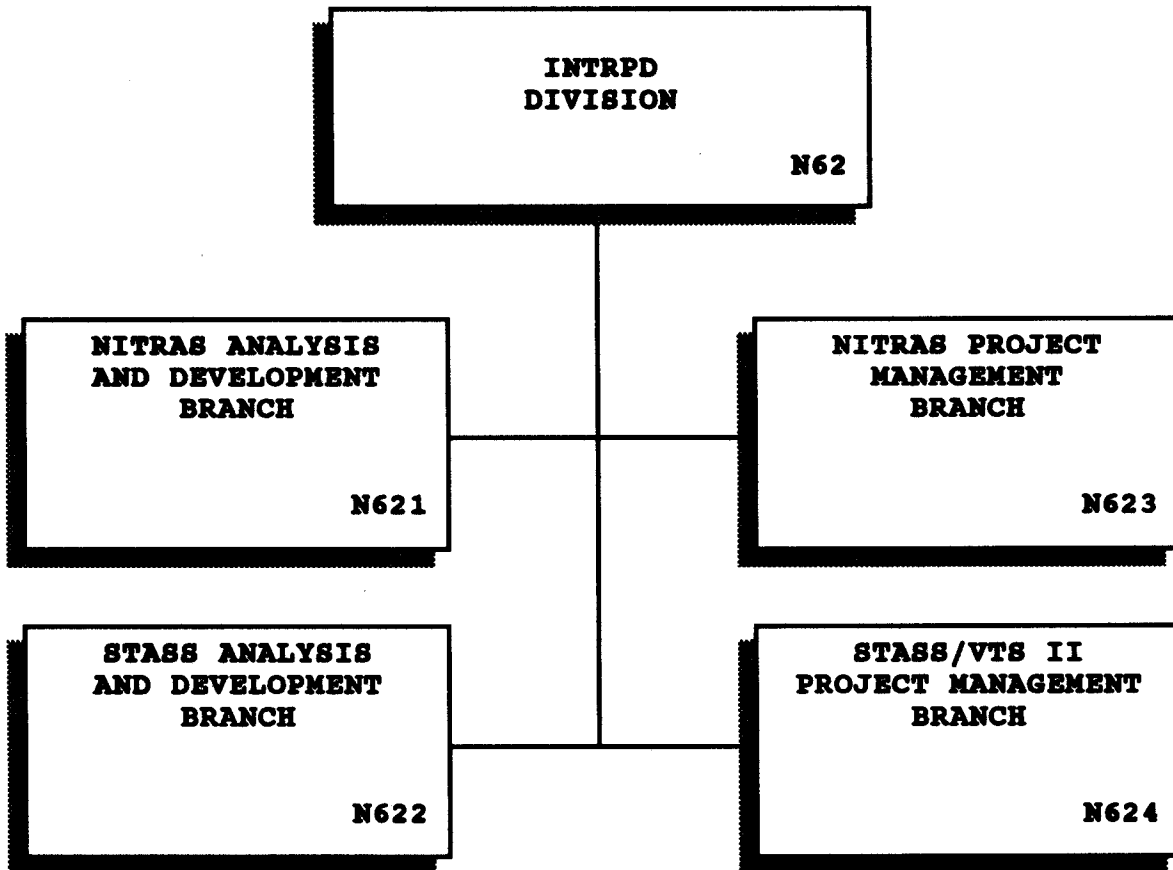
02 MAY 2002

9. Designs, develops, and maintains automated information systems to include: analysis of information requirements; system design; program design and coding; system testing and implementation; and system maintenance and enhancement. Uses advanced technology to optimize system response and flexibility within ADP environmental and cost-effectiveness constraints.
10. Ensures application system compliance with NAVEDTRACOM ADP standards. Prepares and maintains all applicable documentation and provides support throughout system life cycle.
11. Coordinates application system requirements including communications, hardware, software, and operations support with other managers to ensure timely, accurate, and complete delivery of total system functionally to the customers.
12. Provides technical and data base administration (DBA) expertise, and advice on ADP aspects of proposed application systems to include ADP capabilities, cost, requirements, and milestones.
13. Monitors operational and data base performance of assigned systems for continued responsiveness to user requirements and effectiveness of ADP design. Recommends appropriate modifications as environment and requirements change.
14. Provides interfaces between NAVEDTRACOM and other activities for all assigned systems which require interfaces with other NAVTIS or external automated systems.

02 MAY 2002

INTRPD DIVISION

N62



NETPDTTCINST 5400.1A

02 MAY 2002

(THIS PAGE IS LEFT INTENTIONALLY BLANK)

02 MAY 2002

**INTRPD DIVISION
N62****Functions**

1. Acts as a single point of contact and user advocate in coordination efforts with the ADP community for those NAVEDTRACOM AISS designated by CNET. This includes planning, organizing, and directing all elements of the AISS from the functional definition, development, maintenance, training, and subsequent enhancement through Life Cycle Management.
2. Identifies management information requirements in support of assigned AISS and redefines these requirement into specific functional developmental requirements. This includes interfacing with other ADP systems, both Navy-wide and, in many areas, DOD-wide.
3. Negotiates and manages taskings of commercial contracts, General Services Administration contracts, and interagency/intercommand support agreements that provide ADP service to the NAVEDTRACOM for assigned AISS.
4. Coordinates actions related to the acquisition, security, installation, and implementation of computer equipment and applications software required for assigned ISS.
5. Serves as consultant and advisor to the Commanding Officer, Department Director, and CNET staff officials for assigned NAVEDTRACOM AISS.
6. Maintains cognizance over funds for assigned AISS to include submission of outyear and budget requirements; tracking expenditures to ensure economical execution of automated programs; liaison with system sponsors to secure additional funds when needed; identification of savings and cost avoidances; and compilation/reporting of system life cycle costs.
7. Develops and maintains supporting LCM documentation for assigned NAVEDTRACOM AISS and performs feasibility studies and functional/economic analyses as required.
8. Maintains liaison with higher echelon commands, development personnel, and users of assigned AISS to establish program priorities, recommend policies, coordinate allocation of resources, and support new user requirements.

02 MAY 2002

9. Designs, develops, and maintains automated information systems to include: analysis of information requirements; system design; program design and coding; system testing and implementation; and system maintenance and enhancement. Uses advanced technology to optimize system response and flexibility within ADP environmental and cost-effectiveness constraints.
10. Ensures application system compliance with NAVEDTRACOM ADP standards. Prepares and maintains all applicable documentation and provides support throughout system life cycle.
11. Coordinates application system requirements including communications, hardware, software, and operations support with other managers to ensure timely, accurate, and complete delivery to total system functionally to the customers.
12. Provides technical and data base administration (DBA) expertise and advice on ADP aspects of proposed application systems to include ADP capabilities, cost, requirements, and milestones.
13. Monitors operational and data base performance of assigned systems for continued responsiveness to user requirements and effectiveness of ADP design. Recommends appropriate modifications as environment and requirements change.
14. Provides interfaces between NAVEDTRACOM and other activities for all assigned systems which require interface with other NAVTIS or external automates systems.
15. Researches technological advancements and new iterations of software, and tests these products in multiple combinations and configurations to determine compatibility with new and existing software. Researches, identifies and analyzes technologies for incorporation into existing AIS's. This includes defining requirements and developing specific applications for biometrics and personal hand-held peripheral device (PDA) technologies, and the implementation of these technologies.
16. Administers and assists in usage of COTS tools that provide the capability to query the database and create ad-hoc reports for a unique requirement or periodic data calls, when existing 'canned' reports do not contain the desired information.
17. Develops and implements a methodology for building effective system training for users and cognizant trainers, i.e., train the train concept. Develops individualized programs for various levels of training from end user, to middle and upper management. Provides training to customers using a variety of delivery

02 MAY 2002

methods, such as multi-media lessons, video teleconferencing, collaborative and on-site. This includes maintaining multi-media libraries and web pages in order to make training and assistance available 24/7.

18. Conducts command/user feedback surveys in regards to training and system effectiveness evaluations.

19. Develops and conducts presentations, briefs, and public relations initiatives in various environments.

20. Develops, maintains, and implements automated system help. Performs analysis and evaluations of system enhancements and modifications, and develops topics and associated tools that appropriately address the added system functionality. Distributes help files/tools via CD, Web, and network, as required.

21. Provides CeTARS web and homepage support. Develops, maintains, and implements site and page layout, design, functionality, and content in accordance with standards and guidelines and in cooperation with web administrators.

22. Develops and maintains user data element dictionary. Conducts research and analysis in coordination with system management and developers on dictionary content, database structure, and distribute via the web.

23. Directs and participates in all phases of multimedia and software specific server administration and evaluation. Provides high-level research, configuration management, production, and performance evaluation support. Initiates and monitors designated server(s) to meet configuration, structure, content, access, and production requirements in accordance with standards and guidelines and in cooperation with network and web administrators.

24. Participates in all phases of data integrity analysis and provides recommendations concerning data quality issues/concerns. Creates and modifies queries to determine data integrity and meet user requirements, and incorporates results into associated training initiatives. Notifies appropriate Training Agent departments and commands responsible for erroneous data of results and effects. Tracks overall correction progress and provides effectiveness evaluation.

25. Designs query and report formats to provide training data, statistics, and exception data to end users and to upper-echelon Navy personnel, as requested. Determines the appropriate system and query tool to be used by the complexity and level of the requirement to accurately produce the desired results.

02 MAY 2002

26. Participates in the development, testing, and fielding of multiple ad hoc query tools to users with high-level data interpretation and query skills. Provides software installation guidance and training to the users. Performs ad hoc query tool administration of related database views, tables, business areas, folders, and end user layers.

27. Provides quality assurance on queries and reports including research, analysis, testing, reporting of data and form problems. Coordinates with lead system management and programming personnel and provides specifications for new and modified requirements associate with data quality issues.

28. Performs user ID and password procedures according to established system protocols. Provides management and maintenance of activity configurations, standardized menu structures, menu roles, and controlled access to data.

29. Provides resolution of SMART Transcript documents. Performs extensive research and analysis and system updates and transmission to SMART for disbursement. Develops and maintains tracking of all documents through the analysis process. Provides Quality Assurance (QA) associated with transcript items requiring further research and follow up to QA efforts.

30. Provides Release Management support with responsibility for weekly and production renames. Emergency releases are coordinated with the appropriate developer POC and operations personnel. Provides appropriate reporting of release results and tracking of failures.

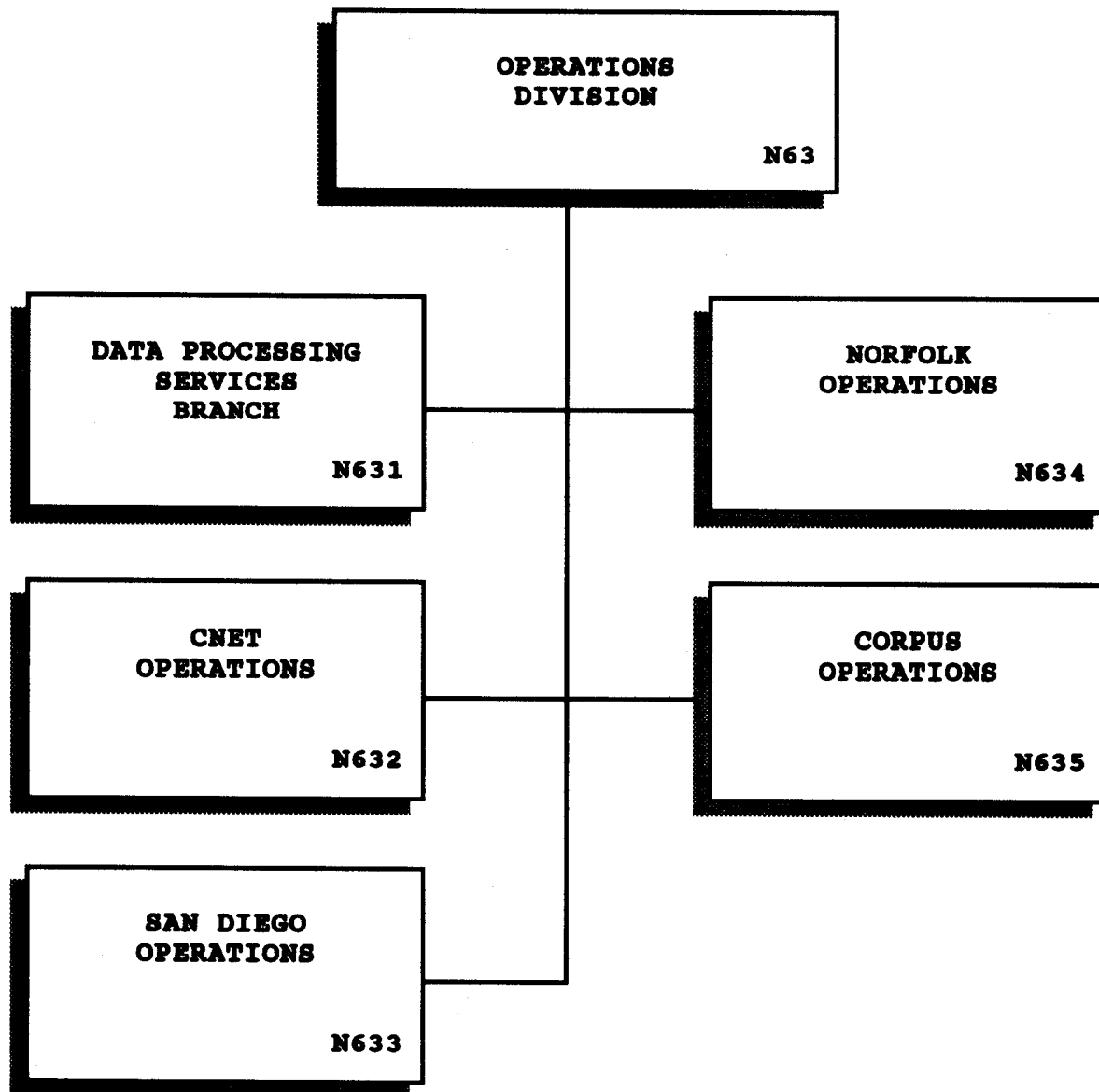
31. Provides CANTRAC Registration support including recording daily counts, user registration, and maintenance of the Registration table. Conducts user contacts to complete registrations and respond to inquiries. Resolves technical password problems. Performs database queries and reports requested system modifications or problems to the appropriate analyst.

32. Develops, generates, and duplicates multiple format CDs, including project-specific menus, graphics, master CD creation, and testing.

02 MAY 2002

OPERATIONS DIVISION

N63



02 MAY 2002

(THIS PAGE IS LEFT INTENTIONALLY BLANK)

02 MAY 2002

**OPERATIONS
DIVISION
N63**

Functions

1. Responsible for a high level of technical assistance in regards to planning, implementing, and operating of open system, microsystems, INTERNET, and LANs transition/integration projects for coexistence and interoperability; accessing systems technology; systems and applications interfaces for associated systems and data communications networks, servers, and LANs; system, network, and DBMS software related utilities; and layered products for multiple vendor hardware.
2. Assists in management, design, and integration services to NAVEDTRACOM bases for local area networks and wide area network integration for the Naval Education and Training Management Systems Network (NETMSN). Identifies NAVEDTRACOM target architecture considerations in base-level network planning efforts. Initiates all procurement of local communication circuits, associated equipment, and services to include leased long lines, WATS, and local network access. Prepares/submits/tracks requests for networking facilities.
3. Researches system software/hardware/network/LAN/microsystems requirements and related performance for the purpose of downsizing, migration, migration and integration, attaining improvements, projecting enhancements, and standardizing across a complex integrated network. Keeps abreast of and accesses impact of technology changes in current and future operational requirements and proposes integration of this technology for enhanced support.
4. Directs/develops standards, procedures, documentation, and technical bulletins for all facets of software/hardware, LAN/Networking/microsystems, system interfaces, and transition requirements. Provides technical input to computer hardware, software, and data communications configurations/acquisitions and technical guidance/assistance in planning application and systems interfacing, development, implementation, and Technical Architecture Plans.
5. Manages and maintains current status of all assigned financial resources. Assists in developing, monitoring, and reporting budget and POM requirements and execution.
6. Develops, coordinates and implements procedures for internal/external systems and network security and access control (including firewalls, safeguarding of resources, protection of

02 MAY 2002

data, and prevention of unauthorized use of system and network resources).

7. Provides technical guidance, assistance, and training on operation/administration of open systems, microsystems, networking components, servers, and LANs; integration of related products; and system, DBMS, networking, and COTS software. Maintains a central library of technical manuals, vendor publications, technical reports, magazines, bulletins, messages, etc. and makes appropriate distribution in accordance with established procedures.

8. Monitors the performance of servers, local and wide area networks, and computer systems. Identifies potential problems and ensures maximum use, performance, and availability.

9. Solves/assists in resolving highly complex customer reported problems and/or requests for assistance. Develops, maintains, and operates a Customer Assistance Center to receive, log, investigate, report, track, and resolve trouble calls concerning ADP hardware, software, and communications/networking.

10. Maintains liaisons with vendors and professional organizational elements, private industry, and government agencies for the mutual exchange of information and technology. Represents NETPDTC and the NAVEDTRACOM in DOD/DON/vendor/user group seminars and meetings in support of assigned functions.

11. Administers, operates, and controls data processing equipment in support of assigned sites and systems. Provides automated data processing services in support of designated Navy training activities from remote units, including CNET Headquarters. Provides computer operations, production control, data entry, and microcomputer/LAN support for designated NAVTIS subsystems. Assures adequate backup library is maintained for all systems and software i.e., COTS, GOTS, etc.

12. Responsible for systems administration functions and procedures; allocates and manages disk storage; controls and manages issuance of administrator/user IDs and passwords; and establishes and maintains user privilege policy. Provides guidance and direction in the establishment and execution of an appropriate ADP Security Plan. Assures accurate inventory is maintained of assets.

13. Tests and evaluates terminal hardware and microcomputers for compatibility and reliability in support of current and projected requirements. Configures and tests microcomputer equipment to meet specified requirements to include inspection, assembly, testing, loading/integration of user requested vendor software; and assuring operability of equipment prior to distributing to NETPDTC customers.

02 MAY 2002

14. Identifies/manages system/utility maintenance contract requirements and procedures; initiates procurement requests for services required in support of assigned functions; and performs TA functions when assigned.

15. Provides technical guidance, assistance, and/or training on the user of Automated Information Systems (AISs). prepares system documentation, tutorials, and presentation graphics. Conducts the implementation of AISs at new activities or expansion of functions at existing supported activities. Provides system support for implementation of approved AISs at various user remote sites. Designs and develops user training materials. Provides user training at various locations.

16. Provides analysis and procedures to recommend enhancements to information technology (IT) systems. Gathers information from user, defines work problems, proposes modifications to the design of existing systems, and develops procedures to resolve problems. Develops simple to moderate ad hoc queries in order to satisfy user unique requirements.

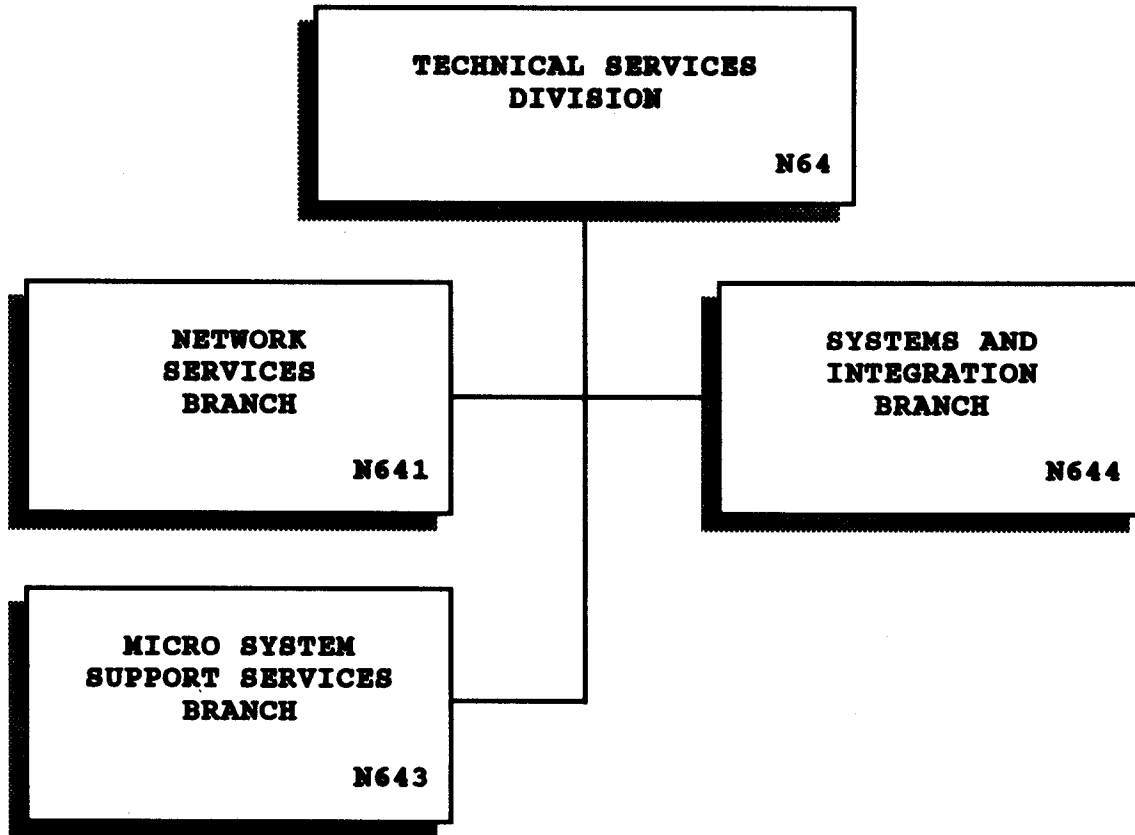
17. Provides program/project/configuration/system management and administration in support of all assigned or customer requested functional areas. Support may include management overview or system analysis, design, development integration testing/ interfacing with other systems testing, and implementation with user training complete LCM documentation and follow-on recurring maintenance of approved AISs.

NETPDTCINST 5400.1A

02 MAY 2002

(THIS PAGE IS LEFT INTENTIONALLY BLANK)

TECHNICAL SERVICES DIVISION N64



02 MAY 2002

(THIS PAGE IS LEFT INTENTIONALLY BLANK)

02 MAY 2002

**TECHNICAL SERVICES DIVISION
N64**

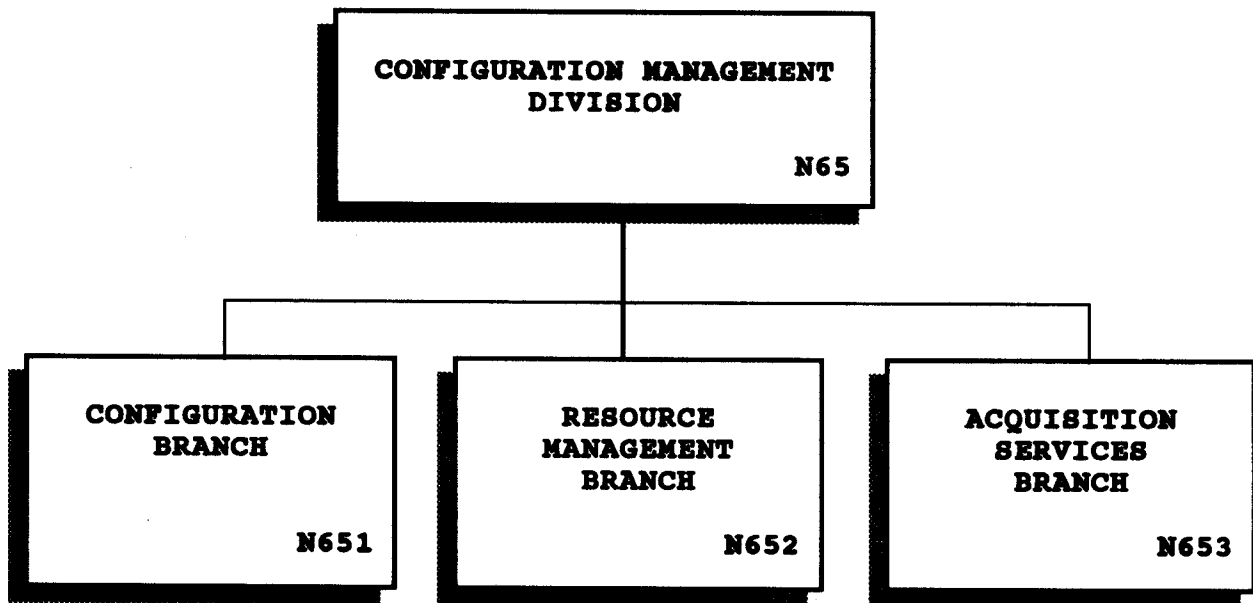
1. Responsible for a high level of information technology and technical assistance in regards to planning, implementation, and operation of open systems, emerging technologies, micro-systems, INTERNET/INTRANET, LANs and transition/integration projects for coexistence and interoperability, accessing systems technology; systems and applications interfaces for associated systems and data communications networks, servers, and LANs; system, network, and DBMS software and related utilities, and layered products for multiple vendor hardware.
2. Provides central management, design, and integration services to CNET bases for local area networks and wide area network integration for the Naval Education and Training Management Systems Network (NETMSN). Identified NAVEDTRACOM target architecture considerations in base-level networking planning efforts. Initiates all procurement of communication circuits, associated equipment, and services to include leased long lines, WATS, and local network access; prepares/submits/tracks requests for networking facilities.
3. Researches system software/hardware/network/LAN/micro-systems requirements and related performance for the purpose of downsizing, migration and integration, attaining improvements, projecting enhancements, and standardization across a complex integrated network. Keeps abreast of and assesses impact of technology changes in current and future operational requirements and proposes integration of this technology for enhanced support.
4. Directs/develops standards, procedures, documentation, and technical bulletins for all facets of software/hardware, LAN/networking/micro-systems, system interfaces, and transition requirements. Provides technical input to computer hardware, software, and data communications configurations/acquisitions and technical guidance/assistance in planning application and systems interfacing, development, implementation, and Technical Architecture Plans.
5. Manages and maintains current status of all assigned financial resources; assists in developing, monitoring, and reporting budget and POM requirements and execution.
6. Develops and implements procedures for internal/external systems and network security and access control (including firewalls, safeguarding of resources, protection of data, and prevention of unauthorized use of system and network resources).

02 MAY 2002

7. Provides technical guidance, assistance, and training on operation/administration of open systems, micro-systems, networking components, servers, and LANs; integration of related products, and system, DBMS, and networking software. Maintains a central library of technical manuals, vendor technical publications, technical reports, magazines, bulletins, and messages, etc., and makes appropriate distribution in accordance with established procedures.
8. Monitors the performance of servers, local and wide area networks, and computer systems; identifies potential problems and ensures maximum use, performance, and availability.
9. Solves/assists in resolving highly complex customer reported problems and/or requests for assistance. Develops, maintains, and operates a Customer Assistance Center to receive, log, investigate, report, and track trouble calls concerning ADP hardware, software, and communications/networking.
10. Maintains liaison with vendors and professional organizational elements, private industry, and government agencies for the mutual exchange of information and technology. Represents NETPDTC and the NAVEDTRACOM in DOD/DON/vendor/user group seminars and meetings in support of assigned functions.
11. Tests and evaluates hardware/software and micro computers for compatibility and reliability in support of current and projected requirements. Configures and tests micro computer equipment to meet specified requirements to include inspection, assembly, testing, loading/integration of user requested vendor software; assuring operability of equipment prior to distributing to NETPDTC customers.
12. Identifies/manages system/utility maintenance contract requirements and procedures; initiates procurement requests for services required in support of assigned functions; performs COTR functions when assigned.

02 MAY 2002

CONFIGURATION MANAGEMENT DIVISION N65



02 MAY 2002

(THIS PAGE IS LEFT INTENTIONALLY BLANK)

02 MAY 2002

**CONFIGURATION MANAGEMENT DIVISION
N65**

Functions

1. Provides Information Technology (IT) configuration management support in the research, configuration and acquisition of resources in support of NETPDTC, CNET, and the NAVEDTRACOM. Support includes research and evaluation of technological advances in areas of hardware, software and communications. Prepares hardware/software configurations ranging from one-time, single item procurements to large-scale, ongoing projects such as CeTARS, AECs, Shipboard and Shorebased LMRCDs, NROTC/NJROTC/OPMIS, etc.
2. Maintains cognizance and currency in all IT acquisition procedures and regulations applicable to meeting NAVEDTRACOM mission requirements. Provides NETPDTC and NAVEDTRACOM with point of contact for technical expertise and assistance in specifying, configuring, selecting, and integrating ADP/communications, hardware, software and technical services. Provides project management support when required.
3. Prepares maintenance contract specifications for all IT hardware, software and services including rentals and telecommunications.
4. Acts as liaison with NETPDTC N8 and with CNET program managers to ensure any financial information necessary for day-to-day operations is available and accurate. Coordinates validation of expenses against certain high visibility areas such as local and long haul communications, direct contracting, labor and travel.
5. Develops and maintains IT budget planning and execution data in support of NETPDTC, CNET, and NAVEDTRACOM IT projects supported by NETPDTC.
6. Maintains the Material Acquisition and Control System within NETPDTC which serves as the procurement and budget support mechanism for all IT procurements processed through this division, in addition to maintaining financial and execution data in areas such as travel, training, purchased services, and maintenance contracts in support of the N6 Department and its outlying Units.
7. Acts as CNET's representative in coordinating and disseminating NAVEDTRACOM compliance with the Defense Information Technology Management System (DITMS) reporting requirements.

02 MAY 2002

8. For the department, maintains current status of all resources under cognizance of the department and assists in developing, monitoring, and reporting budget and POM requirements and execution. Develops, justifies, and executes the department and remote sites' OPTARS; coordinates related near-term and long-term financial planning; establishes the accounting process for all departmental financial actions; and validates, approves, and processes all funds obligations and expenditure documentation processed by the department.

9. Maintains current status on all financial resources for which the department is accountable; monitors planned expenditures against execution; and advises management of potential or impending financial problems and recommends appropriate corrective actions.

10. Provides invoice verification and certification for all IT and non IT procurements processed through the division. Acts as liaison between NETPDTC N6 and DFAS on issues dealing with Reinvention Lab processes.

11. Maintains financial records on procurement of communication circuits, associated equipment, and services to include Defense Data Network (DDN), leased long lines, WATS, and local network access; tracks requests for facilities and services that must be procured through various Navy and DOD communications offices (DISA, NETC/NCTS, etc.); monitors resource usage and validates bills; and assists in validating other bills for communications services.

12. For the department, provides travel order services, including quarterly travel planning, travel order preparation, coordination with PSD, travel settlement verification and overall maintenance of all travel order funds. This maintenance includes developing and refreshing Job Orders and associated Cost Account Codes for current and future travel funds.

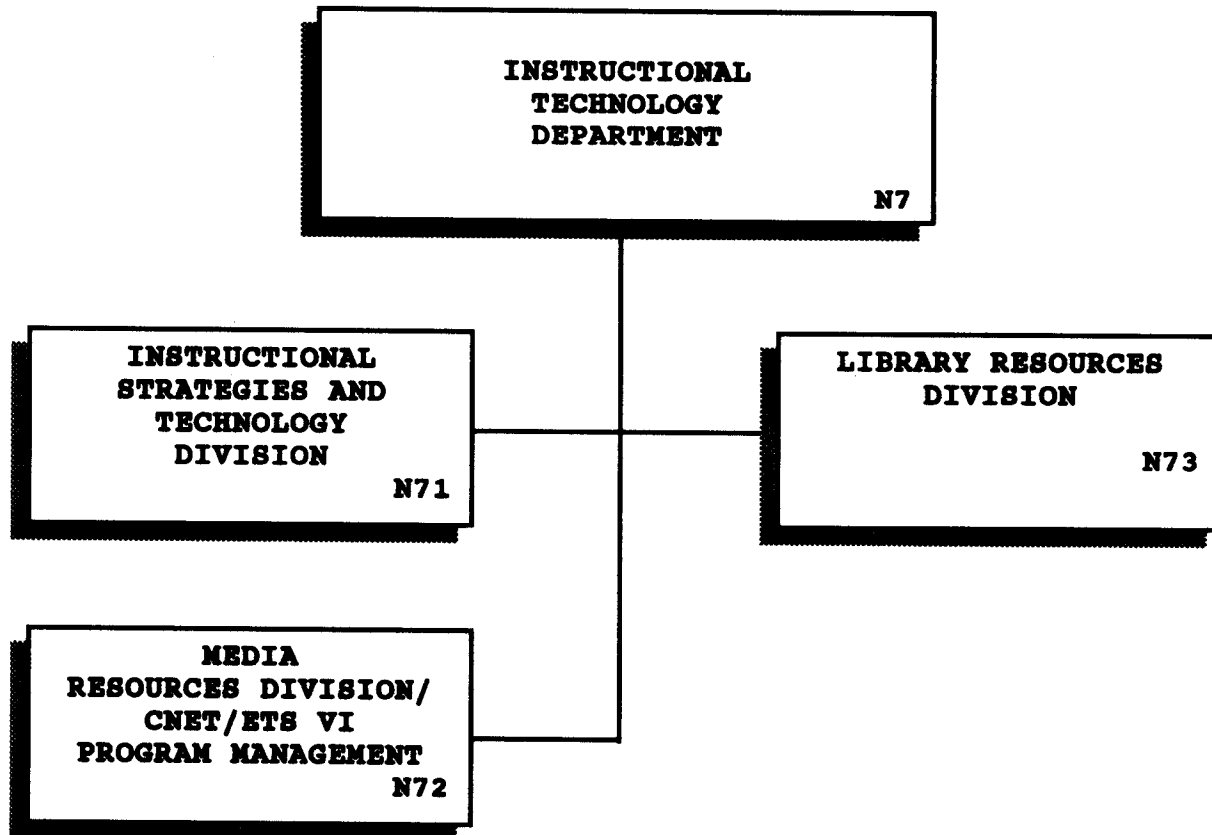
13. Oversees the timekeeping function for the department and its units. Prepares timekeeping desk procedures for local timekeepers; validates and maintains the Job Orders and Associated Cost Account Codes for appropriate labor costing; coordinates and ensures all timesheets are validated and input in a timely manner. Coordinates all changes after pay period ending dates have passed.

14. Provides minor property tracking support for the department; including semi-annual validation of minor property custody records.

15. Provides hazardous materials reporting support for the department.

02 MAY 2002

SECTION 13
INSTRUCTIONAL TECHNOLOGY
DEPARTMENT
N7



02 MAY 2002

(THIS PAGE IS LEFT INTENTIONALLY BLANK)

02 MAY 2002

SECTION 13
INSTRUCTIONAL TECHNOLOGY DEPARTMENT
N7

Mission

The mission of the Instructional Technology Department is to exploit instructional technologies to enhance the teaching-learning process along the Navy's training continuum from the schoolhouse to the fleet. This includes the provision of quality, state-of-the-art curriculum materials, electronic media in support of Navy education and training, and library resources to support the education, training, professional development, and recreation needs of the Navy community.

On an ad hoc basis, departmental personnel will be integrated into interdisciplinary teams that design, develop, deliver, and manage Navy education, training, and informational products and services.

Functions

1. Directs analysis, design, and development functions of the Instructional Program Development (IPD) Program for regular and reserve components of the Navy and operates the Naval Education and Training Command (NAVEDTRACOM) repository for instructional materials and documentation.
2. Serves as the Visual Information Service Activity for CNET, and the Pensacola Naval Complex. Manages the NAVEDTRACOM regional electronic media centers (Norfolk, Pensacola, San Diego) that design, develop, produce, package, store and transfer electronic media, and visual information training materials in support of Navy education and training. Directs the DON Media Resource Libraries (Norfolk and San Diego).
3. Directs the Naval Service General Library Program for activities ashore and afloat and the professional and technical library programs of NAVEDTRACOM activities.
4. Directs processes related to the transitioning of instructional techniques, technologies, and good practices from research to operation environments.
5. Directs assigned projects related to the implementation of technology for training development, delivery, and management in Navy settings.

NETPDTCINST 5400.1A

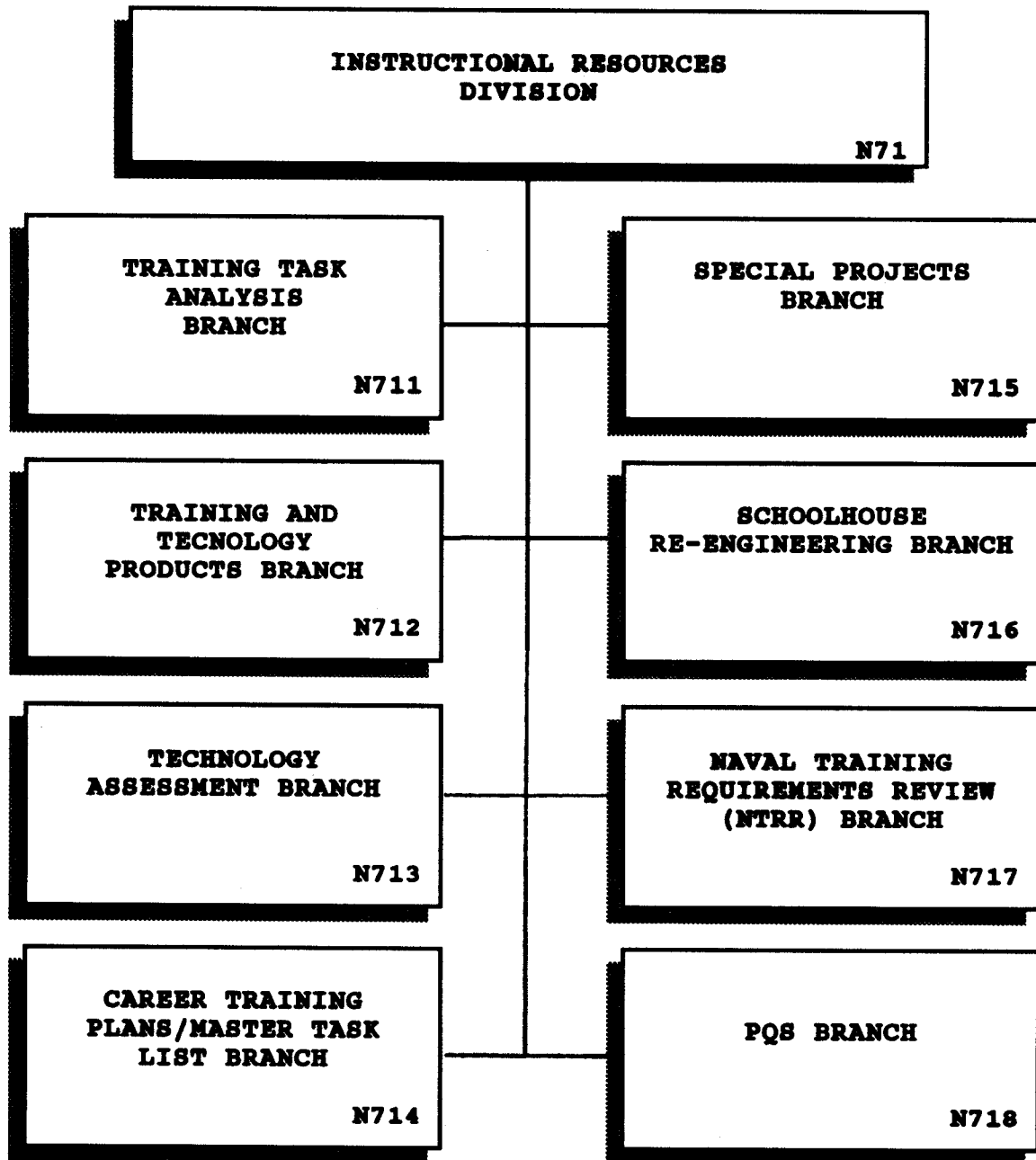
02 MAY 2002

6. Directs the work related to Master Task List/Career Training Plans (MTL/CTP) design and development, including the MTL/CTP and Navy Training Requirements Review databases.

02 MAY 2002

INSTRUCTIONAL STRATEGIES AND TECHNOLOGY DIVISION

N71



02 MAY 2002

(THIS PAGE IS LEFT INTENTIONALLY BLANK)

02 MAY 2002

**INSTRUCTIONAL STRATEGIES AND TECHNOLOGY DIVISION
N71**

Functions

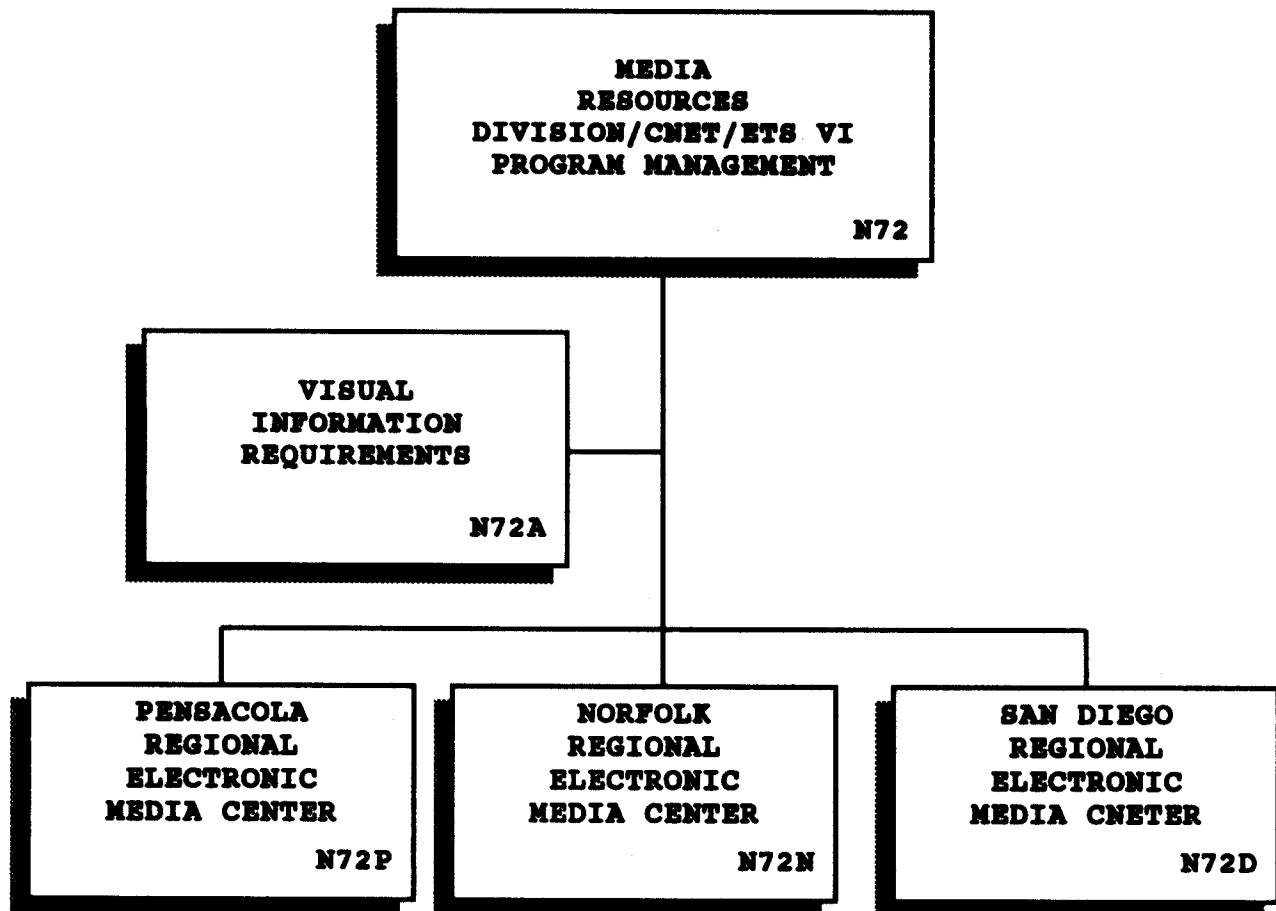
1. Designs and develops computer-based and conventional instructional material for education and training. Serves as: Central Agent for coordination of all NAVEDTRACOM Interactive Courseware (ICW) development and acquisition, Central Agent for developing NAVEDTRACOM On Board Training (OBT) Shipboard Training Enhancement Program (STEP) projects, performs Training Task Analysis (TTA), and serves as repository for Personnel Performance Profiles, Training Path System charts, and Navy Occupational Task Analysis Program reports.
2. Directs, plans, budgets for and controls the productive efforts of the division by initiating policy, plans, and operation procedures.
3. Directs the analysis of training requirements, development of analytical reports.
4. Directs procurement and oversight of contract services used in the development of training programs.
5. Evaluates requirements and allocates resources for projects.
6. Directs resources in implementing required action emanating from higher authority.
7. Leads ad hoc, interdisciplinary teams to design, deliver, develop, implement and/or manage Navy education, training and informational products and services.
8. Directs instruction of Navy Interactive Courseware Novice Authoring Course (NICNAC).

02 MAY 2002

(THIS PAGE IS LEFT INTENTIONALLY BLANK)

02 MAY 2002

MEDIA RESOURCES DIVISION/CNET/ETS VI PROGRAM MANAGEMENT N72

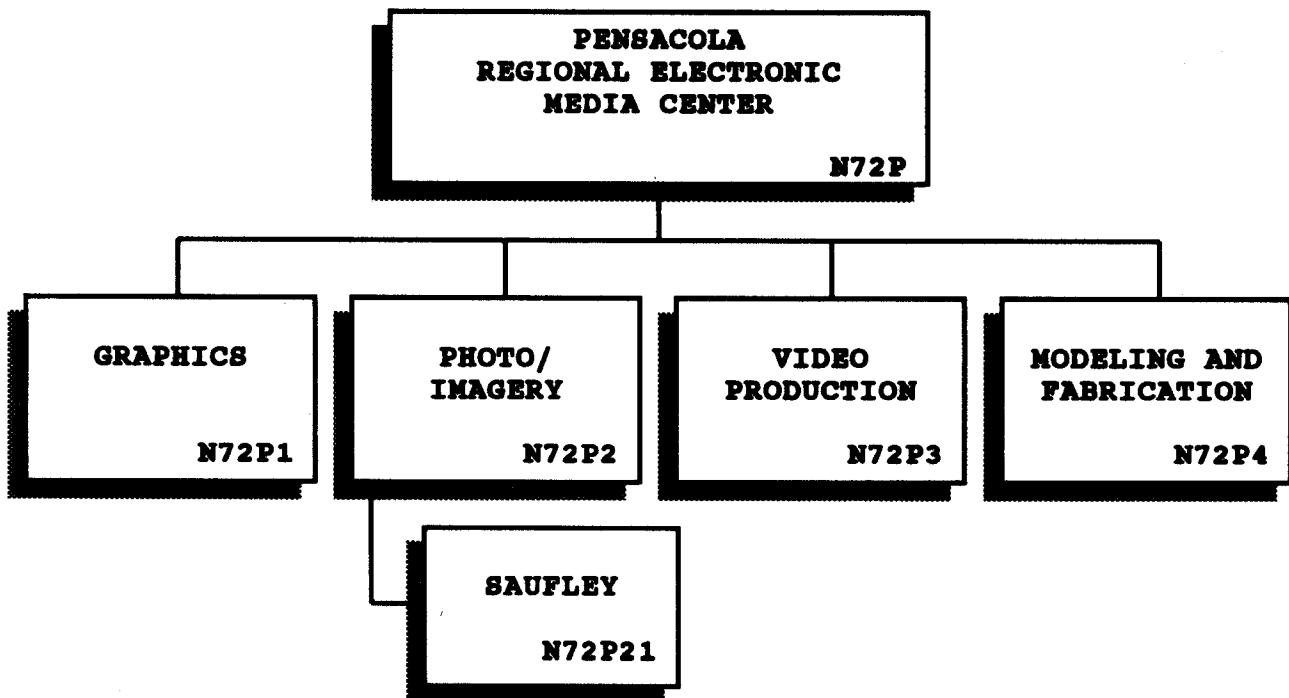


02 MAY 2002

(THIS PAGE IS LEFT INTENTIONALLY BLANK)

02 MAY 2002

PENSACOLA REGIONAL ELECTRONIC MEDIA CENTER N72P

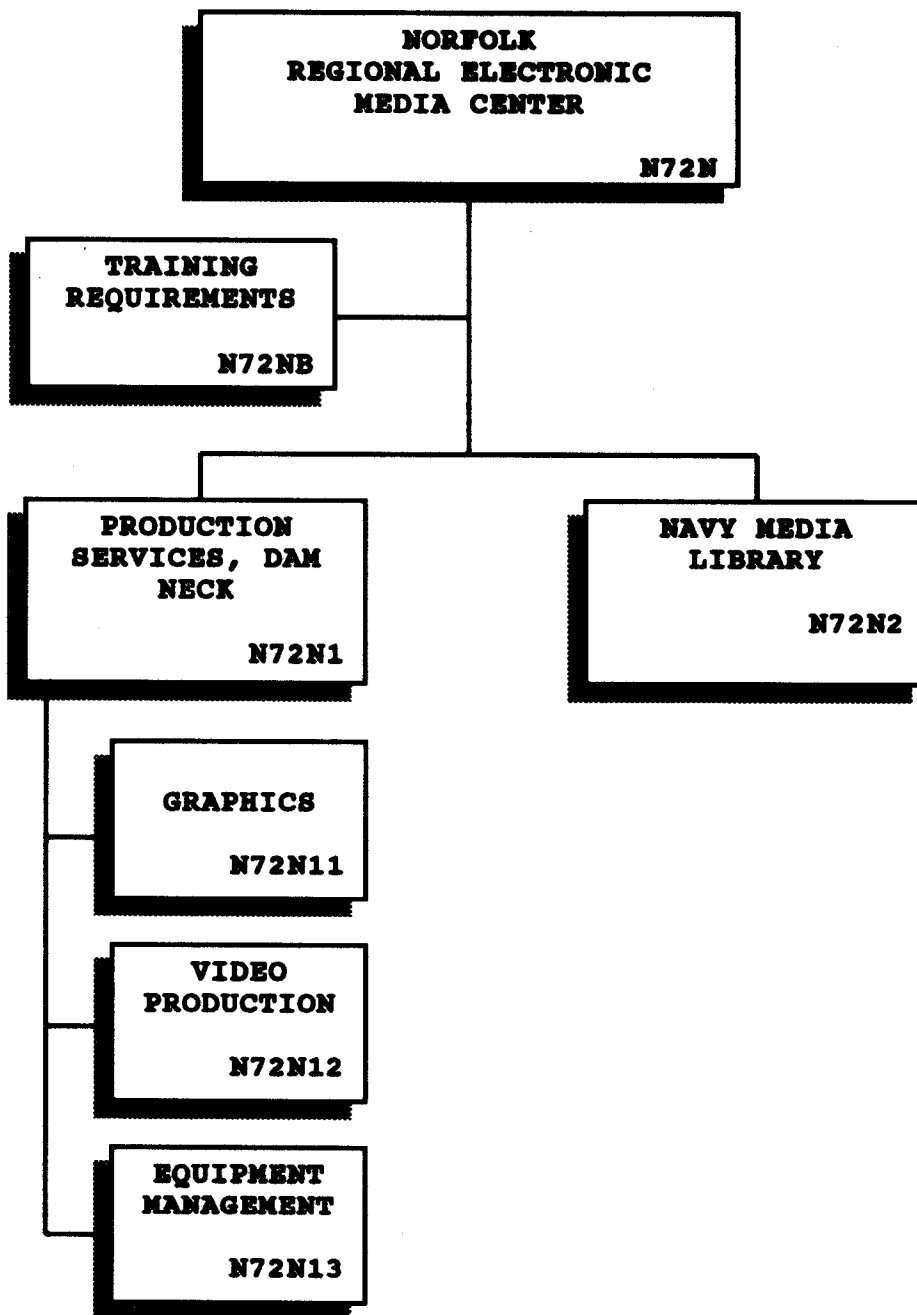


02 MAY 2002

(THIS PAGE IS LEFT INTENTIONALLY BLANK)

02 MAY 2002

NORFOLK REGIONAL ELECTRONIC MEDIA CENTER N72N

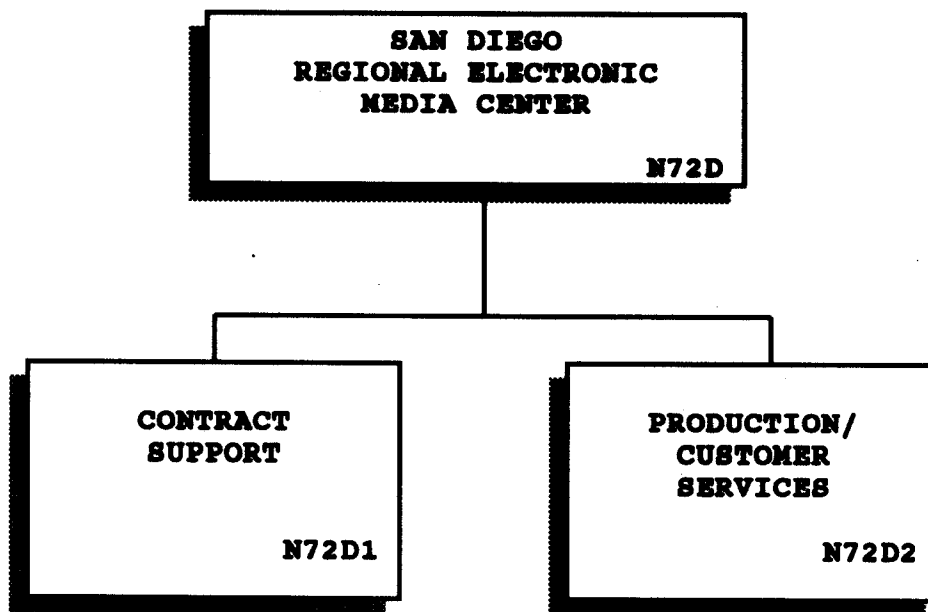


02 MAY 2002

(THIS PAGE IS LEFT INTENTIONALLY BLANK)

02 MAY 2002

SAN DIEGO REGIONAL ELECTRONIC MEDIA CENTER N72D



NETPDTCINST 5400.1A

02 MAY 2002

(THIS PAGE IS LEFT INTENTIONALLY BLANK)

02 MAY 2002

**MEDIA RESOURCES DIVISION/
CNET/ETS VI PROGRAM MANAGEMENT
N72**

Functions

1. Serves as the major claimant Visual Information (VI) Management Office (MCVIMO) and Program Manager for the NAVEDTRACOM. Formulates, recommends, and interprets VI policy, guidelines, and procedures for effective management and operation of NAVEDTRACOM VI activities. Serves as principle advisor on all matters pertaining to VI to include: budgetary resource planning and execution; planning, directing, and executing annual VI Program initiatives throughout the NAVEDTRACOM; video production and equipment requirements analysis; oversight of centrally managed equipment programs; monitoring, inspecting, and providing guidance to Base VI Support Activities (BVISAs) NAVEDTRACOM wide; and evaluating/validating new program requirements, facility usage, production systems, manning, new start authorizations, management information databases, and records and reporting controls.
2. Plans, programs, manages, and budgets for the operation and maintenance of three Electronic Media Regional Support Centers (Pensacola, Norfolk, and San Diego) and for meeting the requirements of the training commands and base support activities.
3. Manages the overall planning, organizing, and directing of VI and Electronic Media (EM) products and services for CNET command/activities within the Pensacola, Norfolk and San Diego Naval complexes.
4. Manages and coordinates the DON Media Resource Library (Norfolk, VA).
5. Directs Production Requirements Analysis and manages the acquisition and production of "Local" and "Other" category productions for CNET activities.
6. Provides EM and VI program design, development, production, reproduction, packaging, storage, and transfer of instructional media, script writing, illustration, graphic arts, animation, digital and film based photography, narration, video, multimedia and audio production.

02 MAY 2002

7. Provides audiovisual and video teleconferencing equipment research and analysis, configuration, purchase, installation, maintenance, inventory and life cycle management, repair and disposal for all NAVEDTRACOM schools and base support activities, and NROTC and NJROTC units Navywide.

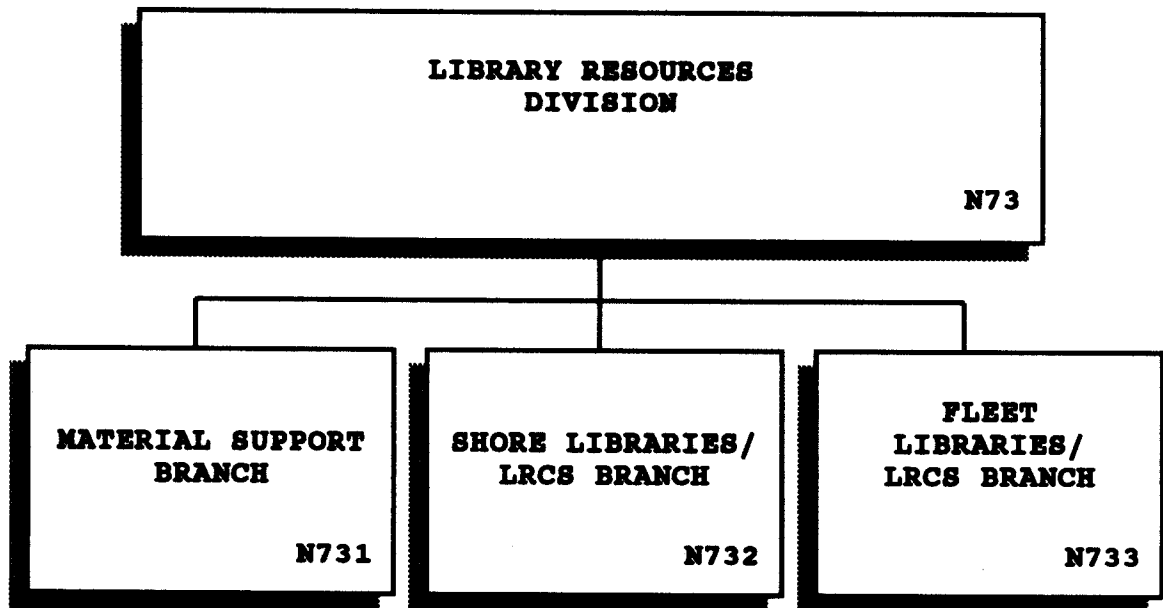
8. Establishes procedures for and maintains appropriate management records for production control and cost account so workload data and product and service costs are available to manage resources and provide annual report to CNO.

9. Submits plans and programs for required EM and VI capabilities through command channels for consideration and approval.

10. Supports modeling and fabrication and classroom design for the NAVEDTRACOM.

11. Leads ad hoc, interdisciplinary teams to design, deliver, develop, implement and/or manage Navy education, training and informational products and services.

LIBRARY RESOURCES DIVISION N73



02 MAY 2002

(THIS PAGE IS LEFT INTENTIONALLY BLANK)

02 MAY 2002

**LIBRARY RESOURCES DIVISION
N73**

Functions

1. Manages, coordinates implementation of, and supports DON Naval General Library Program.
2. Plans, budgets for and directs productive efforts of the division.
3. Formulates and establishes policies, procedures, criteria and standards for the establishment, operation, maintenance and support of general libraries and Library Multimedia Resource Centers (LMRCs); effects their promulgation Navy-wide; coordinates their application; and provides advise and assistance in these areas to Navy and Marine Corps operations.
4. Plans, develops resource requirements for, implements and manages program-wide projects and systems including application of technology to library/LMRC operations.
5. Provides for and participates in in-service training of Naval General Library Program personnel. Maintains communication on library matters with field libraries through appropriate channels and publications.
6. Collects, analyzes and evaluates program information; identifies existing and potential problems; evolves solutions and recommends/implements remedial action.
7. Coordinates policies, plans and operations within DON and with other military services and professional librarianship; represents the program in appropriate meetings and forums.
8. Is the central point of contact and consultant to CNET and CMC on Naval General Library Program mission accomplishment. Represents the program in relationships with the Librarian of the Navy.
9. Develops resource requirements for central support of general libraries/LMRCs and reading collections and controls the expenditure of allocated Navy, Marine Corps, and NAVSEA funds.
10. Leads ad hoc, interdisciplinary teams to design, deliver, develop, implement and/or manage Navy education, training and informational products and services.

NETPDTTCINST 5400.1A

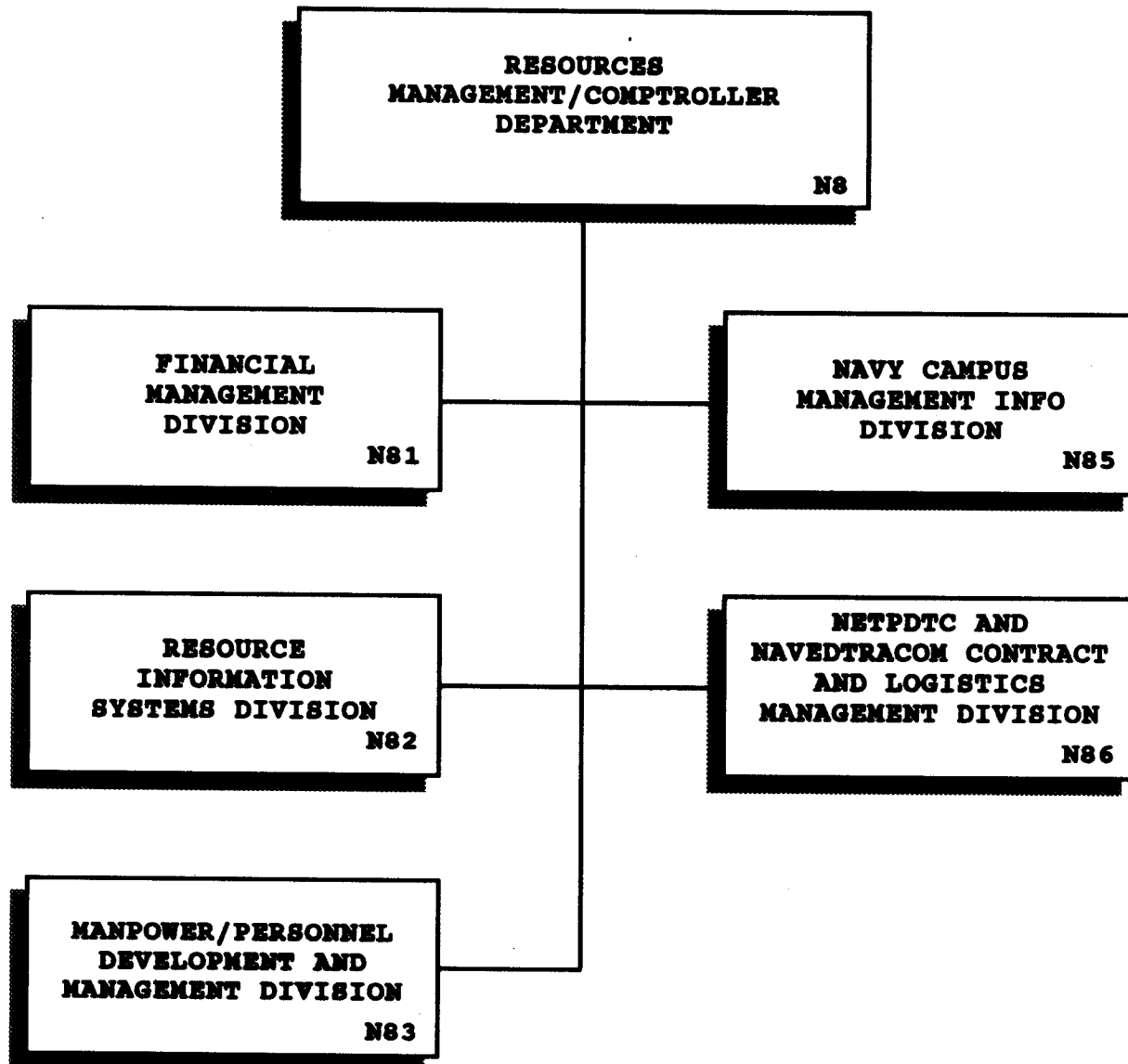
02 MAY 2002

(THIS PAGE IS LEFT INTENTIONALLY BLANK)

SECTION 14

RESOURCES MANAGEMENT/ COMPTROLLER DEPARTMENT

N8



NETPDTCINST 5400.1A

02 MAY 2002

(THIS PAGE IS LEFT INTENTIONALLY BLANK)

02 MAY 2002

SECTION 14
RESOURCES MANAGEMENT/COMPTROLLER DEPARTMENT
N8

Mission

Acts as principal advisor in matters pertaining to all aspects and facets of resource management for NETPDTC. Provides fund administration services for NETPDTC, CNET Headquarters, centrally managed programs and units, and assigned NAVEDTRACOM activities. Provides an integrated resources management system that supports all echelons of the NAVEDTRACOM in the identification, justification, and management of resources required to accommodate new and changing mission requirements. Develops and maintains a NAVEDTRACOM course costing capability that tracks training costs and serves as a basis for computing military sales pricing. Provides resource data and analyses regarding manpower, finances, student management, and equipment to CNET program managers. Directs the design, development, implementation, and operation of an automated financial program tracking system in support of the various Voluntary Education Programs.

Functions

1. Serves as principal advisor in matters pertaining to all aspects and facets of resource management, making recommendations concerning relative priority, feasibility, and resource constraint considerations in planning and programming.
2. Ensures budgetary execution is in compliance with plans, policies, laws, and regulations by applying provisions of substantive law relating to the availability of appropriated funds and as related to civilian personnel for specified purposes, or obtaining from the appropriate legal office any necessary interpretation of statutory language.
3. Evaluates program and budget decisions by higher authority, advising of the impact. Prepares reclamas and adjustment actions, as necessary. Ensures inclusion of NETPDTC program requirements in total CNET planning and budgeting.
4. Executes annual NETPDTC financial management plan. Approves allocation of financial and CIVPERS resources to NETPDTC Special Assistants and Departments with consideration for changing programs and new requirements.
5. Develops or coordinates major program and resource issues for inclusion in the POM and program review processes.

02 MAY 2002

6. Reviews budget estimates submitted and recommends approval, revision, or disapproval of items and program estimates.
7. Presents written and oral justifications for resource requirements based on past experience and increases in future budget responsibilities to higher echelon commands.
8. Develops activity implementation procedures for accounting policy. Provides fund administration for NETPDTC, CNET, centrally managed programs and units, and assigned NAVEDTRACOM activities.
9. Directs, coordinates, and manages the evaluation, investigation, and resolution of financial problems.
10. Approves and directs implementation of changes to financial management procedures.
11. Identifies and/or develops total resource requirements for applicable DOD and governmental agencies; e.g., Department of Energy, Training Security Assistance, Contract Instructors, etc. which provide resource support for the NAVEDTRACOM.
12. Provides compatible resource management information for CNET Headquarters and NAVEDTRACOM commands to identify, define, and coordinate with and/or submit requirements to CNO.
13. Provides information and functional support to the CNET Information Resources Management (IRM) Board on CNET Program Automated Tracking System (CPATS) policy and guidance.
14. Designs, manages, and implements all human resources programs to meet the short and long range strategic and business directions of NETPDTC world-wide and the employees themselves. Plans, manages, and implements NETPDTC's transition to a "Quality Management" environment. Serve as liaison to CNET for the Navy's Leadership Continuum and Total Quality Leadership Programs.
15. Provides management consultation services to the staff.
16. Provides resource, performance, and costing data to CNET program managers in support of the NAVEDTRACOM missions.
17. Develops, maintains, and analyzes statistical data concerning resource, performance, and costing data within the NAVEDTRACOM.
18. Provides management information for financial control, administration, and statistical analysis of the Navy's Voluntary Education Programs.

02 MAY 2002

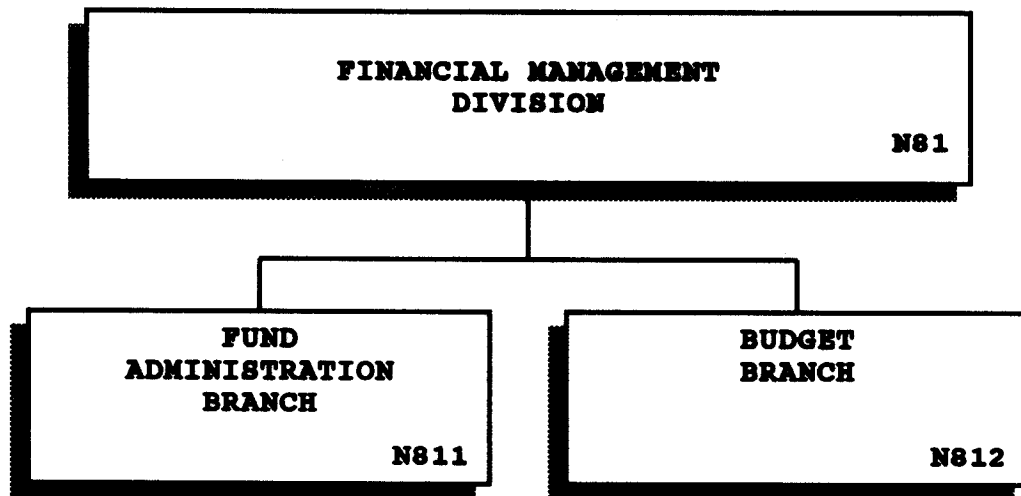
- 19. Serves as NETPDTC Government Purchase Card and Travel Card Programs Coordinator.

02 MAY 2002

(THIS PAGE IS LEFT INTENTIONALLY BLANK)

02 MAY 2002

FINANCIAL MANAGEMENT DIVISION N81



NETPDTCCINST 5400.1A
02 MAY 2002

(THIS PAGE IS LEFT INTENTIONALLY BLANK)

02 MAY 2002

FINANCIAL MANAGEMENT DIVISION
N81

Functions

1. Develops, coordinates, and maintains an integrated system of program, budget, and fund administration services in the financial management area that provides information essential for effective management control.
2. Provides effective coordination of budget and fund administration functions, provides guidance and instructions for preparation of budget estimates, and serves in an advisory capacity to personnel to develop and improve budgetary procedures.
3. Translates program requirements into the required financial plan and formulates the command's budget.
4. Executes the annual NETPDTC financial plan. Distributes financial and CIVPERS resources to NETPDTC organizational components and cost centers considering available resources, program requirements, and command priorities.
5. Ensures budget execution is in compliance with policies, laws, and regulations by applying applicable directives or obtaining from the appropriate referral office any necessary interpretation or guidance.
6. In conjunction with Defense Finance and Accounting Service (DFAS), maintains official accounting records in the Standard Accounting and Reporting System (STARS) and maintains supporting memorandum accounting records and suspense files.
7. Performs civilian payroll customer service representative function and coordinates time and attendance and labor distribution operations.
8. Analyzes program performance in comparison to the budget plan, studies variances from the plan in terms of its effect on the funding of programs, and recommends remedial actions where appropriate.
9. In addition to the NETPDTC command, provides financial management support to the CNET staff, CNET centrally managed programs and units, and the Marine Corps and Coast Guard Tuition Assistance Programs.

02 MAY 2002

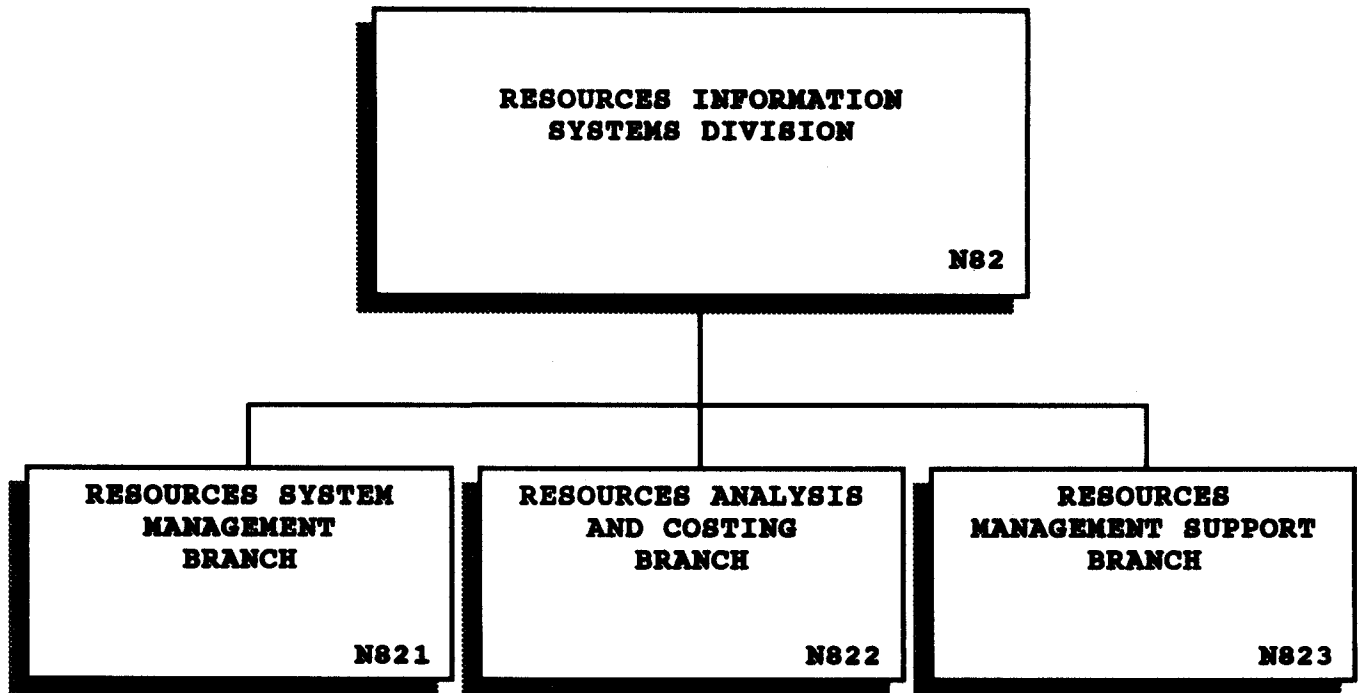
10. Serves as Agency Program Coordinator (APC) for the Navy Purchase Card Program.

11. Exercises internal fiscal review and control.

12. Promotes economy and efficiency in the performance of assigned programs.

02 MAY 2002

RESOURCES INFORMATION SYSTEMS DIVISION N82



NETPDTTCINST 5400.1A

02 MAY 2002

(THIS PAGE IS LEFT INTENTIONALLY BLANK)

02 MAY 2002

**RESOURCES INFORMATION SYSTEMS DIVISION
N82**

Functions

1. Provides NAVEDTRACOM Program Managers, Comptrollers, and Schoolhouse level personnel a system to manage key areas of resources through one standardized automated corporate database. System supports unfundeds, budget development, Mid-year Budget Review, budget tracking, program performance evaluation, and course costing. Provides the resource data necessary to facilitate the execution of the NAVEDTRACOM mission, accommodate new and changing mission requirements, and measure resource efficiency and effectiveness of education and training throughout the Navy.
2. Interfaces the education and training resource database with various DOD, Navy, and NAVEDTRACOM systems to extract, validate, and standardize education and training resource data throughout the Navy. Current interfaces to obtain resource data are with the DOD Defense Personnel Data System (DCPDS), the DON Navy Integrated Training Resources/Administration System (NITRAS), the DON Total Force Manpower Management System (TFMMS), and the DON Standard Accounting Records System (STARS).
3. Coordinates efforts between the resource users' requirements and the ADP community for designated NAVEDTRACOM resource systems to include planning, organizing, and directing segments of the subsystems from the functional definition, development, and subsequent enhancement through Life Cycle Management.
4. Provides appropriate analysis of interrelated resource data, query options of the corporate database and/or downloads data to personal computers and manipulates with "off-the-shelf" software to meet customer's unique/one-time requirements quickly and effectively.
5. Manages and maintains the claimant-wide CNET Program Automated Tracking System (CPATS) by providing a primary tool that automatically collects, validates, documents, and tracks training resource data identified by O&MN resources, contract information, military/civilian data, military construction and facilities data, execution data, prior year data, historical data (from FY93), and/or POM/budget planning data by OPNAV sponsor and CNET program code. Automatically tracks and provides data by budget activity, AG/SAG, appropriation, CNET program, OPNAV resource sponsor, cost account, Operating Budget Unit Identification Code (OB UIC), chargeable UIC, expense element, etc.

02 MAY 2002

6. Provides a complete picture by OPNAV resource sponsor of resources and requirements for any CNET program for users to develop training plans, manage programs, support the budget process, translate data into program formats to monitor execution of approved programs and budget, and/or optimize resource management in the out-years.
7. Automatically combines and validates NAVEDTRACOM resource performance measurement data from multiple systems and obligations from CPATS to allow a compatible comparison of performance data. Analyzes, gathers, and links production data (students), financial, and manpower data by unit cost category codes to support this integrated resource information and performance measurement system; i.e. used by Course Costing.
8. Provides automated data from OSD initiatives such as Installation Management Accounting Project (IMAP) by OPNAV resource sponsor as requested by CNET.
9. Provides a system for NAVEDTRACOM activities to identify their annual plan of execution (Tentative Annual Planning Estimates) controls issued by CNET OS and allows comparison to the actual obligations reports.
10. Provides automated data through a cost management system for the Activity Based Costing Initiative, for NAVEDTRACOM resource managers to identify fixed and variable cost data by Activity, through the CPATS Master Execution File (CMEF) to support CNET OS (incorporating old and new AG/SAG relationships) for more effective management of financial and manpower resources through the budget development, planning, and execution phases.
11. Downloads and integrates the Navy Standard Accounting Reporting System (STARS) data into the CNET resource corporate database to supplement and validate official obligation and military expense data providing appropriate data and reports to manage resources throughout the NAVEDTRACOM.
12. Maintains an automated NAVEDTRACOM official chart of accounts in accordance with the Navy Comptroller manuals which validates the correct assignment of all education and training resources from DOD, Navy, and other NAVEDTRACOM systems at each programming, budgeting, and execution phase.
13. Incorporates detailed and aggregated education and training resource data into other NAVEDTRACOM, Navy, and DOD databases. System interfaces include CNET ETE Undersea Warfare Submarine

02 MAY 2002

Training Master Planning System (STMPS), OPNAV N7 Navy Training Management and Planning System (NTMPS), Navy Integrated Training Resources and Administration System (NITRAS), Course Costing System (CCS), NAVFAC Activity Land and Facilities Assets (ALFA), Navy Standard Accounting Reporting System (STARS) Global Cost Account (CAC) Dictionary, and CNET Budget Exhibit System (CABS).

14. Manages and maintains a NAVEDTRACOM Course Costing subsystem providing a primary tool that collects course costing data supporting NAVEDTRACOM costs for Undergraduate Pilot Training (Flight), Specialized Skill/Recruit Cost-to-Train (PERCAP), NITRAS Cost-to-Train extract, and the Naval Reserve Officer Training Corps (NROTC).

15. Develops, analyzes, and maintains NAVEDTRACOM cost information enabling CNET and NAVEDTRACOM to monitor the effectiveness and efficiency of the training mission.

16. Designs, develops, analyzes, and maintains methodologies and procedures that evaluate cost changes and the corresponding impact to resources.

17. Develops, analyzes, maintains, and publishes training costs for CNET and NAVEDTRACOM; annually publishes the NROTC, Recruit/Specialized Skill and Flight Training costs; develops and provides cost data for the publication of the Flight Military Articles and Services List (MASL); and develops DOD contract and other government personnel training costs.

18. Designs, develops, and implements procedures and methods to validate and publish fixed and variable cost factors.

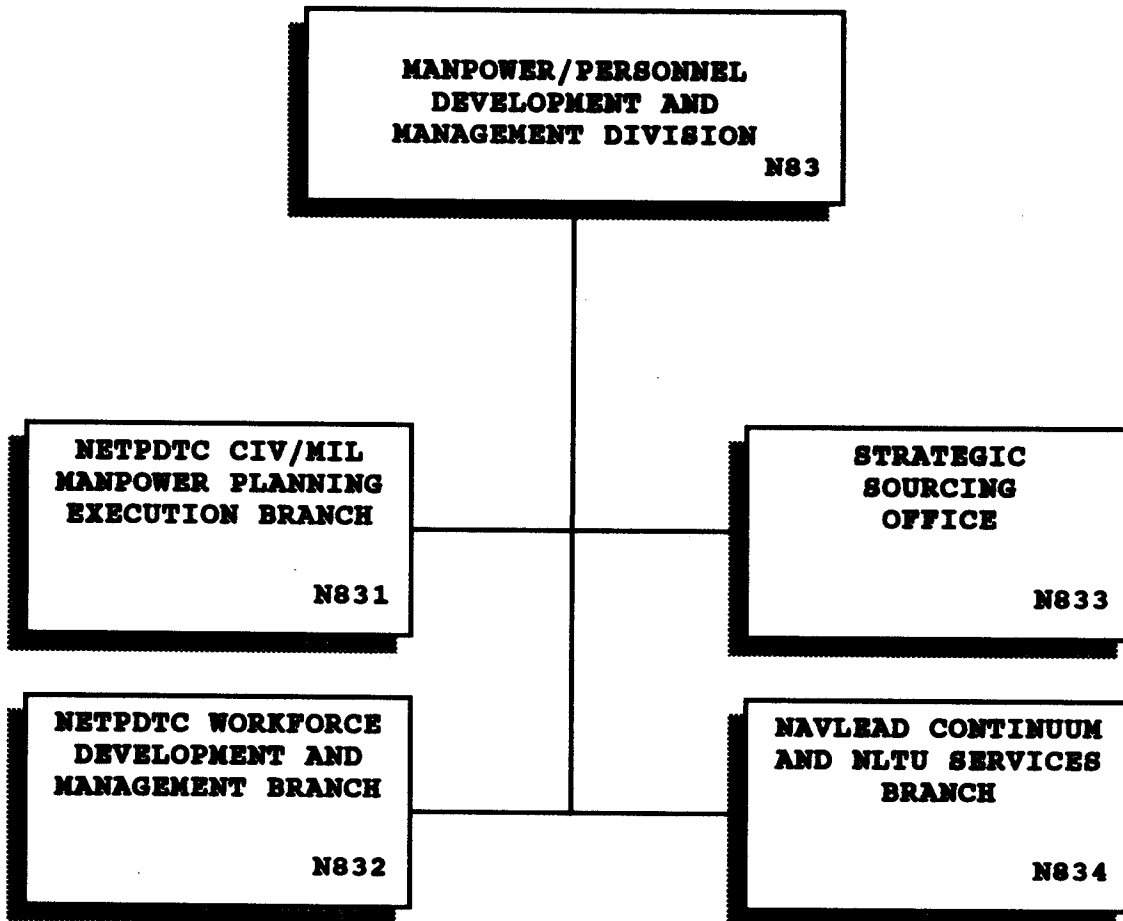
NETPDTTCINST 5400.1A

02 MAY 2002

(THIS PAGE IS LEFT INTENTIONALLY BLANK)

02 MAY 2002

MANPOWER/PERSONNEL DEVELOPMENT AND MANAGEMENT DIVISION N83



NETPDTCINST 5400.1A
02 MAY 2002

(THIS PAGE IS LEFT INTENTIONALLY BLANK)

02 MAY 2002

**MANPOWER/PERSONNEL DEVELOPMENT AND
MANAGEMENT DIVISION
N83**

Functions

1. Integrates human resources planning and the organization's strategic and business directions.
2. Provides multi-year human resources planning, management, and evaluation.
3. Redesigns work organizations and/or jobs to increase employee responsibility and decision making to improve flexibility, innovation, and rapid response.
4. Manages and directs employee development, education, and training to create opportunities for employees to learn and use skills that go beyond current job assignments through redesign of processes or organizations.
5. Manages and directs the Command's Civilian Leadership Development Program.
6. Manages, directs, analyzes, and directs compensation, recognition, and benefit systems to include leave donor, PARs and beneficial suggestion programs.
7. Plans and coordinates efforts to maintain a work environment and climate conducive to employee well-being and development.
8. Recommends and oversees initiatives to promote Equal Employment Opportunities (EEO) and labor-management cooperation. Serves as liaison between the Command and labor union.
9. Manages and administers the Command's civilian and military manpower planning and personnel execution. Serves as the Command liaison with the Human Resources Office (HRO).
10. Evaluates and improves the Command's overall human resources planning and management. Provides senior executives information on strengths and weaknesses in human resources practices and development that impact the Command's abilities to achieve its short- and long-term business objectives.
11. Negotiates and manages intra/interservice support agreements (ISAs) for the Command.

02 MAY 2002

12. Serves as liaison to CNET for the Navy's Leadership Continuum Program. Assists in program budget preparation and execution by preparing POM issue papers and by developing and coordinating the Budget Execution Plan for the Navy's Leadership Continuum. Develops organizational, staffing, logistical and site requirements for the Navy's Leadership Training Units and Leadership Continuum training sites. Develops requirements and manages Leadership Continuum training materials.

13. Processes security clearances for the command.

14. Provides military pay and personnel administrative support to include, but not limited to, liaison with PSD Naval Technical Training Center, Corry Station, processes special requests (i.e., Fleet Reserve applications and special programs), processes military awards recommendations, aides in the timely processing of incoming and transferring personnel, maintains liaison with the Command Career Counselor, maintains timely submission of military enlisted evaluations, administers military leave in accordance with SECNAVINST 7220.81 series and takes administrative action in cases of unauthorized absentees, maintains the Command Enlisted Distribution and Verification Report (EDVR) and other related reports.

15. Provides advice, assistance, and oversight to managers, supervisors, and task groups involved in various aspects of Business Process Reengineering (BPR), Functionality Assessments, and Commercial Activities (CA) studies including inventory, review, cost study, Performance Work Statement (PWS) and Quality Assurance Surveillance Plan (QASP) development, Most Efficient Organization (MEO design, etc.)

16. Provides quality assurance (QA) evaluation to direct the Government's QA surveillance process to include process review, sampling, validation, and customer survey.

17. Provides oversight of the Library Learning Resource Center (LLRC), a state-of-the-art training facility with two electronic classrooms and a large conference room; a self-paced individual learning area allowing employees to view education and training videos or take advantage of interactive learning capabilities via CD-ROM; a library with professional development information; and a one-of-a-kind with technical library complete with training materials and publications supporting exam and training manual writers.

02 MAY 2002

**NAVY CAMPUS MANAGEMENT
INFORMATION DIVISION
N85**

**NAVY CAMPUS
MANAGEMENT
INFORMATION DIVISION**

N85

NETPDTTCINST 5400.1A

02 MAY 2002

(THIS PAGE IS LEFT INTENTIONALLY BLANK)

02 MAY 2002

**NAVY CAMPUS MANAGEMENT INFORMATION DIVISION
N85**

Functions

1. Provides management information for financial control administration and statistical analysis of the Navy's Voluntary Education Programs.

2. Directs the design, development, implementation, and operation of the Navy College Management Information System

(NCMIS) in support of Navy Tuition Assistance, Navy Tuition Assurance Program, Program for Afloat College Education, Functional Skills, Navy Tuition Assurance Program, Marine Corps Tuition Assistance Program, and Coast Guard Tuition Assistance Program.

3. Establishes and maintains via the NCMIS, the necessary processes and controls used to obligate, track, expend, collect, report, and budget for the Navy, Marine Corps, and Coast Guard's Tuition Assistance Programs.

4. Identifies informational needs and uses ADP system to provide financial management reports.

5. Accomplishes detailed analyses and evaluation of the NCMIS data.

6. Establishes and maintains liaison with field activities and detachments to ensure reporting requirements and procedures are adhered to in an accurate and timely manner.

7. Provides guidance and training during system development, modification, and enhancements. Ensures employees possess the knowledge and skills necessary to effectively use the system.

8. Ensures that supporting documentation is developed and maintained and that user manuals and other guidance are kept current.

9. Provides financial and program data for management briefs to higher authority.

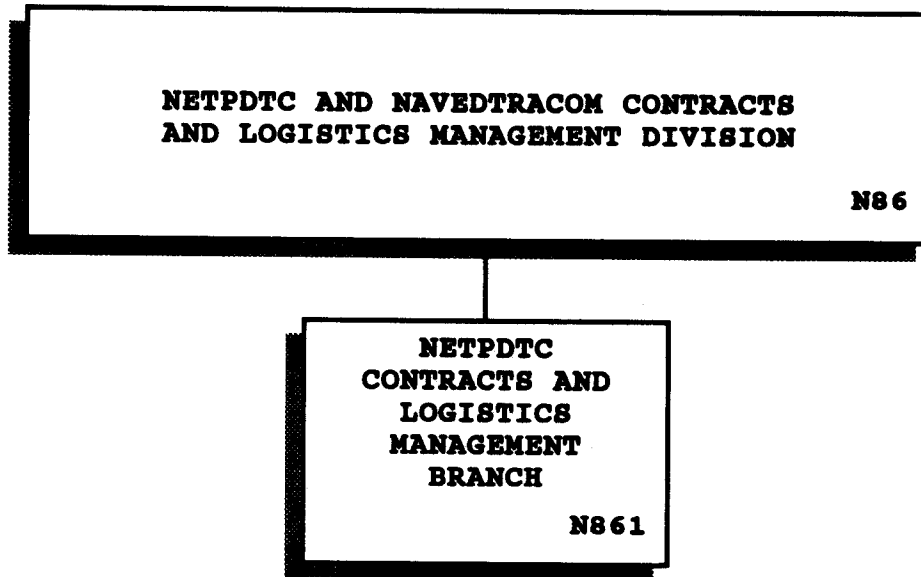
NETPDTTCINST 5400.1A

02 MAY 2002

(THIS PAGE IS LEFT INTENTIONALLY BLANK)

02 MAY 2002

**NETPDTC AND NAVEDTRACOM
CONTRACTS AND LOGISTICS
MANAGEMENT DIVISION
N86**



02 MAY 2002

(THIS PAGE IS LEFT INTENTIONALLY BLANK)

**NETPDTC AND NAVEDTRACOM CONTRACTS AND
LOGISTICS MANAGEMENT DIVISION
N86**

Functions

1. Provides "cradle to grave" procurement support for NETPDTC Departments and Detachments within limits of contracting authority. Acquires wide variety of supplies, equipment, and services by determining best value to the Government while utilizing the most efficient procurement method.
2. Provides procurement support and performs Ordering Officer functions for the Navy College Program to include the Navy College Program for Afloat College Education (NCPACE), Navy College Learning Centers (NCLCs), and the Navy College Learning Program (NCLP).
3. Performs Ordering Officer functions for Information Technology Programs (i.e., Navy Super-Mini Contract) and the NROTC/NJROTC Naval Institute Press Contract.
4. Performs full range of post-award administration functions to include issuing modifications, resolving performance issues, monitoring deliveries, and contractor performance.
5. Provides advice and assistance to NETPDTC staff on acquisition processes, procedures, regulations, and policies.
6. Assists NETPDTC Departments with preparing Statements of Work, technical specifications, and other acquisition documentation.
7. Provides required procurement reports and data to NAVSUP and other Navy commands. Collects and analyzes procurement data to include production totals, workload data, and Procurement Administration Lead Time (PALT).
8. Processes unsolicited proposals and ratification actions for unauthorized commitments.
9. Coordinates sale of NAVEDTRACOM sponsored training publications to the general public and Foreign Military Sales customers.
10. Serves as MICROSNAP Manager for NETPDTC, System Manager for CNET, and prepares and manages NAVEDTRACOM MICROSNAP budget.

02 MAY 2002

11. Tracks fleet reimbursements for Casualty Reporting (CASREP) material. Assists in CASREP expediting.
12. Monitors inventory accuracy reporting system and defines MAMS reporting requirements for NAVEDTRACOM activities.
13. Assists field activities in supply system application and logistics management procedures.
14. Assists CNET in preparation of applicable logistics management procedural guidance for dissemination to field activities.
15. Requisitions material from the Navy Supply System.
16. Certifies vendor invoices for payment.
17. Manages the supply, inventory, and distribution of NROTC/NJROTC textbooks and publications.
18. Processes requests for distribution of library books, publications and multi-media products for the Navy General Library Program. Involves the storage, retrieval, packaging and mailing of library materials to Navy ship and ashore libraries worldwide.
19. Processes requests for distribution of Naval textbooks and publications in support of CNET's NROTC/NJROTC professional development program. Involves the storage, retrieval, packaging and mailing of these items to NROTC and NJROTC units located across the country.
20. Accomplishes local distribution and movement of materials received/stored in the NETPDTC warehouse. Performs other miscellaneous warehouse operations (e.g. operate floor scrubber, etc.)
21. Coordinates funding, technical requirements, placement and requisitioning of NETPDTC command copy machines with the Defense Automated Printing Service (DAPS).
22. Maintains minor property inventory records and serves as the command point of contact for the Defense Property Accounting System (DPAS).
23. Monitors turn-in of excess training equipment and provides distribution instructions.
24. Centrally manages Depot Level Repairable (DLR), Aviation DLR (AVDLR), and General Purpose Electronic Test Equipment (GPETE) funding, requisitioning, and tracking for NAVEDTRACOM activities under the Training Repairable Item Management (TRIM) Program.

02 MAY 2002

25. Manages CNET funds to pay for replacement of user activity DLR failures and reconciles obligation and expenditure discrepancies. Provides estimates of out-year DLR funding requirements for NETPDTC budget submissions.
26. Monitors user activity spending rates. Submits monthly report to CNET on NAVEDTRACOM activity spending by course ID number, equipment type, and resource sponsor.
27. Validates, processes, tracks, and expedites user activity DLR requisitions. Screens Navy Supply System excess stocks for free issue items prior to release of funded requisitions.
28. Tracks the turn-in of user activity failed DLRs to ensure receipt of credit and responds to Navy Supply System Carcass Training follow-ups (BKs).
29. Maintains requisition, receipt, and turn-in database, documentation files, and provides monthly status reports to user activities identifying documentation discrepancies. Provides weekly historic database file to CNET for inclusion into the Training Equipment Support Requirements Information System (TESRIS).
30. Monitors and controls the TRIM Program through oversight and review of program performance indicators.
31. Provides weekly TRIM Program management report to NETPDTC and CNET. Submits other reports on an as needed basis.

NETPDTTCINST 5400.1A

02 MAY 2002

(THIS PAGE IS LEFT INTENTIONALLY BLANK)